

**CITY OF NORTH ST. PAUL
CITY COUNCIL
REGULAR MEETING AGENDA
MARCH 3, 2020
4:00 PM**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

Council Member Petersen will participate in the meeting remotely from Orange Beach City Hall, 4099 Orange Beach Blvd., Orange Beach, Alabama 36561. She will be located in a public conference room next to the council chambers. The conditions per State Statute 13D.02 have been met.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Council Member Thorsen
Council Member Petersen
Council Member Walczak
Council Member Sonnek
Mayor Furlong

IV. ADOPT AGENDA

V. PRESENTATIONS

VI. CONSENT AGENDA

- A. February 18, 2020 workshop meeting minutes.
- B. February 18, 2020 regular meeting minutes.
- C. General accounts payable: \$510,185.93.
- D. HRA accounts payable: \$8,237.06.

VII. MEETING OPEN TO THE PUBLIC

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the Deputy Clerk prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.

VIII. PUBLIC HEARINGS

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. Authorization to reject cable franchise recommendation
- B. Anchor Commons Self-Storage variance and site plan review

- X. REPORTS OF CITY MANAGER & DEPARTMENTS**
- XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES**
- XII. GENERAL BUSINESS**
- XIII. CLOSED SESSION**
 - A. There are no closed sessions.
- XIV. ADJOURNMENT**

The next regularly scheduled City Council meeting is Tuesday, March 17, 2020 at 6:30 p.m.

City of North Saint Paul
February 18, 2020
Proposed City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 5:00 p.m.

II. ROLL CALL

Present: Council Member Scott Thorsen
Council Member Candy Petersen
Council Member Jan Walczak
Council Member Tom Sonnek
Mayor Terry Furlong

Staff: City Manager Scott Duddeck, Deputy Clerk Mary Mills, Finance Director Jason Zimmerman

III. ADOPT AGENDA

On motion by Council Member Petersen, seconded by Council Member Thorsen, with all present voting aye (5-0), motion carried to approve the agenda as presented.

IV. TOPIC(S)

A. Gas Franchise fee discussion.

Finance Director Zimmerman shared an annual summary of what the gas franchise fee revenue has been. He noted that the current gas franchise fee is a percent based fee, not a flat fee. It is quite volatile. Because it is a certain percent of revenue it depends on how cold the winters are. As a precursor to budget preparations the City is looking at all revenue streams and expenditures to make appropriate adjustments going forward and bring stabilization to the budget. The City needs a more predictable number for budgeting purposes. A flat fee is more logical. The gas franchise revenue goes into the General Fund. It was previously earmarked for equipment replacement, and now is used for right-of-way infrastructure. With the elimination of special assessments, costs for capital improvements are now levy driven. Discussion will continue to define what is the purpose for a gas franchise fee, what fund it should be dedicated to, and is this a revenue growth opportunity so we don't have to borrow more through the levy. Staff will gather further information and bring to a future budget workshop.

B. Joint Powers Agreement for IT services discussion.

City Manager Duddeck reviewed the memo from the Roseville City Manager. The City of Roseville currently operates all IT functions for 35 member cities. With the recent resignation of several key personnel within the City of Roseville the future of the IT functions is unknown. It has been recommended that the cities utilizing the program create a Joint Powers Group to keep costs lower and keep an operating IT group with shared facilities. Member cities will need to determine if they are joining the JPA or venturing out on their own for IT services.

Several items to consider are server costs, infrastructure and user licenses, maintaining consistency and cost, security. The JPA would be open to all Minnesota cities, not just the metro area cities. Each city currently pays for the services they use, thus the cost to each city varies depending on their usage. A decision needs to be made by each city by April 1st to be able to move ahead with an agreement. This change would take place on January 1, 2021. Each city has a number of votes determined by their cost and utilization.

V. OTHER BUSINESS

Jason Zimmerman gave a brief update on the toilet rebate program. To date 19 rebates have been applied for.

City Manager Duddeck shared a recent data request related to a project proposal and city code for PUDs (Planned Unit Development). Council Member Sonnek noted that there seems to be a general misunderstanding of how the PUD overlay supersedes specific code requirements. It was confirmed that there are no public hearings at the upcoming council meeting for the PUD on 7th Street. The public hearings had taken place at the Planning Commission meetings.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Sonnek, seconded by Council Member Petersen, with all present voting aye (5-0), Mayor Furlong adjourned the workshop meeting at 6:18 p.m.

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/Clerk

**City of North Saint Paul
February 18, 2020
Proposed Regular City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 6:30 p.m.

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

Present: Council Member Thorsen
Council Member Petersen
Council Member Walczak
Council Member Sonnek
Mayor Furlong

Staff: City Manager Scott Duddeck, City Engineer Morgan Dawley, City Planner Erin Perdu, City Attorney Shana Conklin, Finance Director Jason Zimmerman, Deputy Clerk Mary Mills.

IV. ADOPT AGENDA

On motion by Council Member Walczak, seconded by Council Member Petersen, with all present voting aye (5-0), motion carried to approve the agenda as submitted.

V. PRESENTATIONS

Tie Cutting Ceremony – Spielmannszug Minnesota

A representative of the German American Karneval Club of Minnesota gave a presentation and introduced some of the Club's women members, who were celebrating "Women's Night Out". She added the Karneval Club annually celebrates Karneval from November 11 – Ash Wednesday.

Women representing the Karneval Klub handed out ties to all the men in Council Chambers and cut the ties off as a symbol of removal of power.

The Karneval Club representative introduced Junior Princess Keirka the First. Princess Keirka presented Mayor Furlong with a medal, and Mayor Furlong presented the Princess with a Key to the City. Princess Keirka and her helpers also distributed medals to all the City Council Members and City Staff who were present.

The Karneval Club representative stated additional information about the organization can be found on their Facebook page.

VI. APPROVAL OF CONSENT AGENDA

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2020-024 consisting of:

- A. February 4, 2020 regular meeting minutes.
- B. General accounts payable: \$2,229,258.76.
- C. EDA accounts payable: \$448.00.
- D. HRA accounts payable: \$12,390.83.
- E. Application for a Charitable Gambling Permit to conduct lawful gambling in the form of Bingo and Raffles by the Friends and Family of Ramsey County Care Center on multiple occasions in 2020, at North St. Paul American Legion post #39, Resolution No. 2020-025.
- F. League of Minnesota Cities Insurance Trust Municipal Tort Liability Waiver, Resolution No. 2020-026.
- G. 2018 Pavement Management Project – 2019 Bid Package, City Project No. S.A.D. 18-02; S.A.P. 151-255-007 – Final Project Payment, Resolution No. 2020-027.
- H. 2018 Pavement Management Project, City Project No. S.A.D. 18-02; S.A.P. 151-255-006 / S.A.P. 152-262-002 – Final Project Payment, Resolution No. 2020-028.
- I. Signal Agreement with Ramsey County for McKnight Road and Anchor Drive.

VII. MEETING OPEN TO PUBLIC

John Schmahl stated he noticed in December 2019 that the Casey Lake water level was higher than normal. He added he discovered that the beehive drain in southwest corner of the lake was frozen, with no way for water to leave the lake and go to the remediation pond area. He noted he took a photo and sent it to Bill Bartolj.

Mr. Schmahl stated he contacted a representative of the Watershed District, who informed that they aware that the drain is frozen. He added he wanted to make the City Council aware of this situation as well.

Sue Springborn, 2573 13th Avenue, stated she is fed up with her alley, which has been maintained by its residents since 1973, who pay for snow plowing services. She added residents of the nearby apartment building have been parking their cars in the alley illegally, making it impossible for the plows to remove snow. She noted many residents are complaining about where the snow is ending up.

Ms. Springborn asked whether there is a City policy regarding parking in alleys. She asked what she can do to fix the situation. She added she has been told in the past that alleys that do not go through cannot be plowed by the City. She noted there is no signage in the alley that prohibits parking.

Mr. Duddeck confirmed that Public Works cannot plow alleys that are unpaved, or that do not go through. He added, however, there are many alleys like this one that need to be reviewed.

Mr. Duddeck agreed to work with City Staff to reach a solution and communicate with Ms. Springborn.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Preliminary Plat for property at 2242 7th Street N and 2231 6th Street N; Rezoning from R-1 to R-2 and Preliminary Planned Unit Development Review for 2242 7th Street N.

Ms. Perdu reviewed an application for a townhome development on property located on 4.5 acres on 6th Street N and 7th Street N. She added the preliminary plat, preliminary PUD and rezoning request were reviewed by the Planning Commission, the City Council's advisory body, in December 2019. She noted significant comments were made, the public hearing was continued, and the applicant was advised to provide a revised concept.

Ms. Perdu stated the applicant returned to the Planning Commission in January 2020 with a revised concept, seeking feedback to ensure they were on the right track. She added it was not an official public hearing.

Ms. Perdu stated the applicant provided a new concept at the Planning Commission meeting in February 2020. She added the public hearing was re-opened and public comment was received. She noted the Planning Commission deliberated on this application, and their recommendation is presented for the City Council's consideration.

Ms. Perdu stated the property related to this request is currently 4 heavily wooded parcels with frontage on 6th Street N and 7th Street N. She added the property is located across the street from the Urban Ecology Center. She noted townhomes are proposed on a 3.4-acre area, with the remainder of the space to be developed as single family homes.

Ms. Perdu stated the applicant presented a revised concept proposal for a cul-de-sac with entrance off 7th Street N that would be a private drive, accessing 18 townhome units, or 9 duplex single-family townhomes as well as 3 single family lots facing 6th Street N. The PUD and rezoning requests are for the townhomes portion of the development as they are currently not permitted in the R-1 zone, although the proposed density meets R-1 zoning requirements.

Ms. Perdu stated the property's density would be 5.52 units per acre, which meets the units per acre requirements in the 2040 Comprehensive Plan. She added densities do not need to be uniform across all developments. She noted the R-1 zoning district has a maximum density of 5.5 units per acre, while the R-2 zoning district has a maximum density of 7.3 units per acre.

Ms. Perdu stated there was some discussion at the Planning Commission meeting regarding the setbacks of the 2 proposed townhomes on the corner of the private drive and 7th Street N. The corner townhome is about 28.5 feet from the curb on 7th Street with 15-foot proposed setback from the property line, which is the required corner setback. Surrounding have similar setbacks, including a home to the south, adjacent to the Ecology Center that is 30.5 feet from the curb.

Ms. Perdu stated deviation from lot widths is being requested, as most of the townhome lots are 44.25 feet wide, but the lots around the cul-de-sac are 27 feet wide. Lots square footages range from 5,000 – 12,000 square feet.

Ms. Perdu stated the applicant received feedback at the Planning Commission meeting that the private drive cut the property in half. The applicant moved things north to preserve trees on the southern border, which created smaller lot sizes on the north of the private drive.

Ms. Perdu stated a deviation is being requested regarding maximum impervious surface requirements because of the shared driveways. She added four of the townhome lots are in compliance, and 14 exceed requirements.

Ms. Perdu stated the new development requires the planting of 21 trees, or 1 for each residential unit. She added tree removals were discussed at the Planning Commission meeting, and the recommendation was made that the plan should be revised to save as many trees as possible. She noted there is no requirement for tree preservation in City ordinance, but identification of significant trees to be removed is being required as a condition of final approval.

Ms. Perdu stated that if the property were to be developed as single family homes in the R-1 district, with no tree preservation policy, the properties could be razed of all the trees. The PUD allows more authority to preserve existing trees.

Ms. Perdu stated an architectural review is not required at the preliminary PUD and will go back to the Planning Commission for review. City Staff is requesting that the applicant provide a design for the side façade of the townhomes that are facing 7th Street.

City Engineer Morgan Dawley stated, from an engineering standpoint, the applicant will be required to accommodate all requirements related stormwater maintenance agreements and additional easement dedications. The applicant has proposed a stormwater management plan on the site, including 2 holding ponds, which will reduce runoff in all directions from the site, and presents a reduction from predevelopment conditions. City Staff have determined that Sauer Pond has a 24-inch outlet pipe that is documented with City records.

Mr. Dawley stated there has been some concerns expressed related to traffic generated by the new development. He added the proposed 18 residential units will not come close to the threshold for requiring a traffic impact analysis. He added, in his experience, a residential development with this number of units would be handled by the surrounding neighborhood without any expected improvements. He noted several conditions are listed in the Resolution that City Staff will follow up on, to ensure they are satisfied before this application is reviewed by the City Council again.

Ms. Perdu stated City Staff and the Planning Commission recommend conditional approval, including conditions related to confirmation of open space area; developer's agreement; park dedication fees; review of architectural details; and all other conditions.

Ms. Perdu stated an additional condition of approval relates to information regarding a potential eagle's nest on the property. She added information was circulated to the U.S. Fish and Wildlife Service, which is the regulatory authority for eagles and their habitat. She noted they did not do a survey of the property.

Ms. Perdu stated the applicant has searched the property and has not found an eagle's nest. She added this condition was added in case there is more information that would require that regulations need to be met.

Council Member Sonnek asked what the standard side yard setback for corner properties is, and whether there is a standard throughout the City. Ms. Perdu stated the required corner setback is 15 feet, and that requirement is met.

Council Member Sonnek asked whether the 2 properties on the corner of 7th Street N and the new private road have standard setbacks for side yards on corner properties throughout the City. Ms. Perdu confirmed this.

Council Member Sonnek stated he received an email from Mr. Aurelius, a resident of this neighborhood. He added Mr. Aurelius sent a photo of a property to the south, with a setback to the curb of 24 feet. Ms. Perdu stated the new townhomes will be 28.5 feet from the curb. She added the setbacks are consistent with setback requirements.

Mr. Aurelius stated he measured 25 feet from the lot line to the curb.

Council Member Sonnek stated some conditions of R-2 zoning make it difficult to meet development requirements for lot coverage and lot width. He added, in the proposed development, variances are required for each lot. He noted the density that would be achieved in this development as is would be 5.8 units per acre, while the minimum for the R-2 zone is 6 units per acre.

Council Member Thorsen asked why townhomes are not allowed in the R-1 zoning district. Ms. Perdue stated the Planning Commission discussed this issue, possible consideration of Ordinance revisions. She added this development fits more with the R-1 zoning, but townhomes are not permitted in the R-1 district. She added rezoning and an overlay would be required.

Council Member Thorsen stated he would support going back and taking a look at the zoning ordinance for potential changes. He added, as noted by Council Member Sonnek, this proposed development is not impactful and would fit in the R-1 district. He noted the rezoning process is not necessary, and modifications to the zoning code should be reviewed.

Council Member Sonnek this property stated this property had already been identified as a future R-2 zoning district in the 2040 Comprehensive Plan update. He added the property would have been rezoned within the next 6 months whether this developer was to be involved or not. He noted there is a need for housing of this type within the community and the greater Metro Area, and this is an opportunity to provide it.

Council Member Sonnek stated construction can be disruptive and difficult in a residential neighborhood that is used to having a densely wooded property in the area. He added this seems to be a reasonable compromise that provides opportunities and restrictions that would not be available if the property were to be developed as single-family homes. He noted the importance of keeping in mind that this is private property that will be developed eventually.

Mayor Furlong stated there is a need for this type of residential housing, and properties like this are limited. He added the City receives many requests for this type of housing.

Council Member Thorsen stated the City does not have a tree preservation policy, but the PUD overlay provides control over how many trees will be removed. Ms. Perdu agreed, adding the PUD provides deviations from Ordinance in exchange for public benefit. She added a regular zoning request would not have any such requirements.

Council Member Thorsen asked whether there is a definition of what constitutes a “major tree”. He expressed concern that this condition is subjective and too difficult to enforce.

Ms. Perdu stated the Planning Commission left that condition so the information would have to be provided, although there is no definition in City Ordinance and there are no preservation requirements. She added it would be mostly informational, to help make informed decisions.

Council Member Thorsen expressed concern regarding the condition related to an eagle’s nest on the property, and the word “potential” that is used to describe any eagle’s nests that are found on the property.

Ms. Perdu stated this condition was to ensure that additional information would be provided before final PUD approval.

Council Member Thorsen stated all the other conditions are very specific and technical. He added these two conditions, related to tree inventory and whether there is an eagle’s nest on the property, are open-ended and do not provide enough information. He asked for clarification regarding the expectation of the applicant.

Ms. Perdu stated the applicant is in compliance, but these conditions will ensure that they continue to comply with regulations of regulatory authorities.

Council Member Sonnek stated it is safe to assume there are many species of animals living on the property. He added there is no evidence that there is an eagle nesting site, or any other protected species on the property. He noted the proposed development will reduce habitat and affect wildlife, as every development must do.

The City Attorney stated, from a legal perspective, zoning changes are a legislative decision of the City Council and should be in the best interests of the public, promote public welfare and safety, and accommodate changes. She added, under Minnesota Law, zoning laws are not meant to be static or permanent in nature. She noted the PUD Overlay District provides the City Council with the ability to be flexible whenever appropriate, and consistent with City Code.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-029 approving the Rezoning of Property located at 2242 7th Street N from R-1 to R-2.

On motion by Council Member Thorsen, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-030 approving Preliminary Plat for Major Subdivision for property at 2242 7th Street N and 2231 6th Street N.

On motion by Council Member Sonnek, seconded by Council Member Thorsen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2020-031 approving Preliminary Residential Planned Unit Development for Property located at 2242 7th Street N.

B. Fiber Optic Use Agreement with Ramsey County Library

Mr. Duddeck stated the City's existing Fiber Optic Capacity Agreement with Ramsey County Library is up for renewal, with an updated fee of \$2,400 per month. He added the term to be approved is July 1, 2020 – June 30, 2021. He noted the Agreement provides fiber optic connectivity service to Ramsey County Library, and the arrangement has been in place for the past few years.

Council Member Walczak asked how fee that is charged to the Library compares to fees that are being charged of other users. Mr. Duddeck stated this is an institutional network that does not serve any private homes or businesses.

On motion by Council Member Petersen, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to approve the Fiber Use Agreement with Ramsey County Library Board for use of fiber optic capacity.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Duddeck stated the local Business Association's monthly meeting was held at the American Legion on date, and there were nearly 100 attendees at the event. He added the Business Association has members from a wide variety of businesses throughout the City. He noted it was exciting to have such a great turn-out and excellent community involvement.

Mr. Duddeck stated a recent Star Tribune article referred to the City of North St. Paul as #4 among the hot residential markets in the Twin Cities area. He added the increase in local development has had a positive effect on North St. Paul's reputation as a growing community.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Councilmember Petersen stated she attended a League of Minnesota Cities' 4-hour communications workshop last week, which was very informative.

Council Member Thorsen stated he attended the Business Association lunch, and there was a great turn-out, which he hopes will continue. He urged local business owners to contact City Hall if they would like to register to become a member of the Business Association, which meets the 2nd Tuesday of every month at the American Legion from 11:30 a.m. – 1 p.m., and lunch is provided.

Mr. Duddeck stated the intent is to have a special informational program every month at the Business Association meeting, to encourage members to attend. He added the March 2020 meeting will feature a staff member from the City of North St. Paul Utility Department to discuss energy audits and other energy savings initiatives, including a give-away energy savings kit. He noted the April 2020 meeting will feature a representative of Biz Recycling.

XII. GENERAL BUSINESS

Council Member Petersen stated she attended a City Hall forum with Senator Wiger and Representative Lillie. She added she brought up the Highway 120/Highway 36 interchange issue. She noted she left the meeting feeling confident about the funding situation.

Mayor Furlong stated the City Council received an email announcing that the annual parade will be cancelled. He added efforts are being undertaken to bring the parade back.

Council Member Thorsen stated these types of events are a lot of work, and they are volunteer-driven. He added this is a good opportunity for residents to get involved, if they want the parade to continue.

Mr. Duddeck stated the car show has been an important local event for 26 years. He added he is confident it will be possible to have the parade back in place again, with assistance from a committee-at-large.

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

There being no further business, on motion by Council Member Walczak, Seconded by Council Member Petersen, with all present voting aye (5-0), Mayor Furlong adjourned the meeting at 7:50 p.m.

Terrence J. Mayor Furlong, Mayor

Attest: _____
Mr. Scott A. Duddeck, City Manager/Clerk



**NORTH
ST. PAUL**

extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: March 3, 2020
SUBJECT: Recommendation of approval of GENERAL claims list.

Claim Date

2/28/2020 Payroll Register DD		\$116,331.51
2/28/2020 Payroll Direct Payables		\$108,485.42
2/28/2020 Fire Payroll Register DD		\$12,913.63
2/28/2020 Fire Payroll Direct Payables		\$4,355.62
2/28/2020 Payroll Direct Payables	135581	\$816.60
Payroll Subtotal		<u>\$242,902.78</u>

2/21/2020 A/P Early Release	135508-135512	\$ 7,020.90	Pre-Approved by S. Duddeck
3/4/2020 A/P Checks	135513-135575	\$ 242,099.05	
3/4/2020 Drafts	000684-000686	\$ 18,163.20	
AP Subtotal		<u>\$ 267,283.15</u>	

Grand Total \$ 510,185.93

Approved this 3rd day of March, 2020

/s/ Terrence J. Furlong, Mayor by Consent Resolution

/s/ Scott A. Duddeck, City Manager/Clerk by Consent Resolution



2-25-2020 9:14 AM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 2/28/2020

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	68	116,331.51
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	68	116,331.51

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04446 2/28/20 PAYROLL - 9
 VENDOR SET: 01 City of North St Paul *** DRAFT/OTHER LISTING ***
 BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1 202002255571	FEDERAL WITHHOLDING	D	2/28/2020		17,500.85	000675	
	I-T3 202002255571	FICA TAXES	D	2/28/2020		14,909.48	000675	
	I-T4 202002255571	MEDICARE TAXES	D	2/28/2020		5,444.08	000675	37,854.41
H08033		H S A BANK						
	I-444202002255571	HSA ACCOUNT	D	2/28/2020		6,916.50	000676	6,916.50
I09137		I C M A DISTRIBUTION CENTER						
	I-2 202002255571	EMP/EMPR DEFERRED COMP	D	2/28/2020		11,243.93	000677	
	I-21 202002255571	EMP/EMPR DEFERRED COMP	D	2/28/2020		3,472.76	000677	
	I-26 202002255571	LOAN PAYMENTS TO ICMA	D	2/28/2020		622.63	000677	
	I-2CM202002255571	CITY MGR 9% DEFERRED COMP	D	2/28/2020		638.19	000677	
	I-2IR202002255571	EMP/EMPR DEFERRED COM	D	2/28/2020		1,210.00	000677	17,187.51
M12900		MNEFTS						
	I-T2 202002255571	MN Income Tax WH	D	2/28/2020		7,722.35	000678	7,722.35
M13320		MN STATE RETIREMENT SYSTEM						
	I-12 202002255571	POST DEDUCTIONS	D	2/28/2020		925.00	000679	925.00
M18011		MN CHILD SUPPORT PAYMENT CENTER						
	I-3 202002255571	BI-MONTHLY CHILD SUPPORT	D	2/28/2020		1,083.57	000680	1,083.57
P16470		P E R A						
	I-91 202002255571	6634-00 REG PERA	D	2/28/2020		16,176.19	000681	
	I-92 202002255571	6634-00 PERA PD	D	2/28/2020		20,479.87	000681	
	I-94 202002255571	6634-00 PERA DCP ELECTED	D	2/28/2020		140.02	000681	36,796.08

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	0.00	108,485.42	108,485.42
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	7	0.00	108,485.42	108,485.42

2-25-2020 12:52 PM

P A Y R O L L C H E C K R E G I S T E R

PAGE: 2

PAYROLL NO: 01 City of North St. Paul

PAYROLL DATE: 2/28/2020

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	29	12,913.63
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:	1	

TOTAL CHECKS:	29	12,913.63

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 04447 2/28/20 FIRE PAYROLL - 9

VENDOR SET: 01 City of North St Paul *** DRAFT/OTHER LISTING ***

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E05000		EFTPS						
	I-T1 202002255573	FEDERAL WITHHOLDING	D	2/28/2020		1,581.75	000682	
	I-T3 202002255573	FICA TAXES	D	2/28/2020		1,989.26	000682	
	I-T4 202002255573	MEDICARE TAXES	D	2/28/2020		465.24	000682	4,036.25
M12900		MNEFTS						
	I-T2 202002255573	MN Income Tax WH	D	2/28/2020		319.37	000683	319.37

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	4,355.62	4,355.62
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	2	0.00	4,355.62	4,355.62

PACKET: 04445 2/28/20 PAYROLL - 8

VENDOR SET: 01 City of North St Paul

**** CHECK LISTING ****

BANK: AP PREMIER BANK

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
L12385		LOCAL UNION #160						
	I-11 202002115539	UNION DUES	R	2/28/2020		408.30	135581	
	I-11 202002255571	UNION DUES	R	2/28/2020		408.30	135581	816.60

* * B A N K T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	816.60	816.60
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	816.60	816.60



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Accounting Technician
DATE: February 21, 2020
SUBJECT: Recommendation of approval of GENERAL claims list Early Release.

Claim Date

2/21/2020 A/P Checks

135508-135512	\$	7,020.90
AP Subtotal	\$	7,020.90

Grand Total	\$	7,020.90
-------------	----	----------

Approved this 21st day of February, 2020

City Manager



PACKET: 04444 HOME DEPOT

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H08165	HOME DEPOT							
	I-1010427	ANTIFREEZE	R	2/21/2020		25.62CR	135508	
	I-1011009	90 DEGREE BELL ENDS	R	2/21/2020		99.05CR	135508	
	I-1011213	TOOLS	R	2/21/2020		326.69CR	135508	
	I-1013762	HIGH OUTPUT BATTERY	R	2/21/2020		99.00CR	135508	
	I-12376	BATTERY FLASHLIGHT FLOOD LT	R	2/21/2020		298.94CR	135508	
	I-2010278	UTILITY HEATER	R	2/21/2020		24.97CR	135508	
	I-2012199	TUBING COUPLER WIRE SOLDER	R	2/21/2020		105.37CR	135508	
	I-2013221	POWER TOOLS	R	2/21/2020		57.51CR	135508	
	I-2014330	BATTERY SAWZALL	R	2/21/2020		399.00CR	135508	
	I-2050141	WING NUTS WIRE CONNECTORS	R	2/21/2020		49.88CR	135508	
	I-23771	DEGREASER & FILTER	R	2/21/2020		103.91CR	135508	
	I-2523513	SEALANT	R	2/21/2020		4.11CR	135508	
	I-3064997	EXTENSION POLE	R	2/21/2020		19.38CR	135508	
	I-35490	BATTERIES PACK	R	2/21/2020		10.97CR	135508	
	I-4011823	PVC & TUBE CUTTER	R	2/21/2020		24.98CR	135508	
	I-4014324	AVANTI PRO VALUE PACK	R	2/21/2020		34.97CR	135508	
	I-4091981	BATTERY	R	2/21/2020		298.00CR	135508	
	I-4513914	ELECTRICAL OUTLETS	R	2/21/2020		81.04CR	135508	
	I-4614202	1/2 IN GEN II HTIW BARE	R	2/21/2020		249.00CR	135508	
	I-5011882	TUBING	R	2/21/2020		64.92CR	135508	
	I-5012850	EXT CORD & TOOL HANGER	R	2/21/2020		10.86CR	135508	
	I-5012930	HEX BOLTS	R	2/21/2020		40.52CR	135508	
	I-5015058	AUGERS	R	2/21/2020		66.96CR	135508	
	I-6011155	PAINT & SUPPLIES	R	2/21/2020		94.54CR	135508	
	I-6012840	NYLON ROPE	R	2/21/2020		48.39CR	135508	
	I-6014933	UTILITY HEATERS	R	2/21/2020		49.94CR	135508	
	I-6054858	BRACKETS & TRUSSES	R	2/21/2020		13.23CR	135508	
	I-6054928	WASHERS BOLTS SQUARES	R	2/21/2020		51.71CR	135508	
	I-6092476	DEGREASER CONCENTRATE	R	2/21/2020		73.94CR	135508	
	I-6103288	BUILDING MATERIALS	R	2/21/2020		685.43CR	135508	
	I-6613857	TORCH KIT	R	2/21/2020		42.92CR	135508	
	I-6620079	SCOUR PADS GLOVES BRUSHES	R	2/21/2020		160.55CR	135508	
	I-7012564	SIDING & MAIL BOX	R	2/21/2020		78.51CR	135508	
	I-7013776	TOOLS	R	2/21/2020		634.14CR	135508	
	I-7013777	TOOLS	R	2/21/2020		1,128.22CR	135508	
	I-7014702	DRILL BIT HEX HD TAPE MSRE	R	2/21/2020		28.38CR	135508	
	I-7044645	DRILL BITS	R	2/21/2020		158.31CR	135508	
	I-7091397	ANCHORS	R	2/21/2020		49.18CR	135508	
	I-8011378	RATCHETS	R	2/21/2020		36.88CR	135508	
	I-8014820	EXTENSION CORDS	R	2/21/2020		73.88CR	135508	
	I-8043203	HEATER SOCKET DRIVER	R	2/21/2020		69.85CR	135508	
	I-9010790	TAPING KNIFE POWER MIXER	R	2/21/2020		137.29CR	135508	
	I-9010839	DEWALT DEEP PRO ORGANIZER	R	2/21/2020		14.97CR	135508	
	I-9011224	PRIMER & PAINT BRUSHES	R	2/21/2020		50.56CR	135508	
	I-9011285	LOCK NUTS	R	2/21/2020		6.20CR	135508	
	I-9012298	SPRAYER & DEGREASER	R	2/21/2020		58.37CR	135508	
	I-9013581	DEMO DEMON SAWZALL	R	2/21/2020		38.94CR	135508	
	I-91852	TOOLS	R	2/21/2020		552.57CR	135508	
	I-9341465	SIDING & DECKING	R	2/21/2020		188.35CR	135508	7,020.90

2/21/2020 2:32 PM

A / P CHECK REGISTER

PAGE: 2

PACKET: 04444 HOME DEPOT

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	VOID CHECK		V	2/21/2020			135509	**VOID**
VOID	VOID CHECK		V	2/21/2020			135510	**VOID**
VOID	VOID CHECK		V	2/21/2020			135511	**VOID**
VOID	VOID CHECK		V	2/21/2020			135512	**VOID**

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	7,020.90	7,020.90
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	4	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	5	0.00	7,020.90	7,020.90

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

2/21/2020 2:32 PM

A / P CHECK REGISTER

PAGE: 3

PACKET: 04444 HOME DEPOT

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
--------	-------------	------	---------------	---------------	----------	--------	--------------	-----------------

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	2/2020	1,739.83CR
048	2/2020	2,926.41CR
049	2/2020	440.81CR
050	2/2020	307.24CR
052	2/2020	1,128.22CR
063	2/2020	188.35CR
098	2/2020	209.00CR
099	2/2020	81.04CR
=====		
ALL		7,020.90CR

PACKET: 04451 Regular Payments 3/3/20

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
A01196	AMERICAN LEGAL PUBLISHING CORP							
	I-0132793	2020 INTERNET HOST RENEWAL	R	3/04/2020		450.00CR	135513	450.00
A01310	ASPEN MILLS							
	I-252285	FIREFIGHTER PANTS	R	3/04/2020		61.36CR	135514	61.36
A20250	AXON ENTERPRISE INC							
	I-SI-1638644	TARGETS	R	3/04/2020		172.50CR	135515	172.50
B02023	BAKER TILLY MUNICIPAL ADVISORS							
	I-BTMA4156	2009C ARBITRAGE REPORTING	R	3/04/2020		1,550.00CR	135516	1,550.00
C03002	CAMPBELL KNUTSON PA							
	I-1-2076-0082G	LEGAL SERVICES	R	3/04/2020		54.00CR	135517	
	I-1-2076-0083G	LEGAL SERVICES	R	3/04/2020		146.40CR	135517	
	I-140-2076-0000G	LEGAL SERVICES	R	3/04/2020		4,076.22CR	135517	
	I-17-2076-0061G	LEGAL SERVICES	R	3/04/2020		1,089.00CR	135517	
	I-2-2076-0081G	LEGAL SERVICES	R	3/04/2020		99.00CR	135517	
	I-20-2076-0066G	LEGAL SERVICES	R	3/04/2020		1,278.00CR	135517	
	I-3-2076-0078G	LEGAL SERVICES	R	3/04/2020		1,279.50CR	135517	
	I-3-2076-0079G	LEGAL SERVICES	R	3/04/2020		346.50CR	135517	
	I-7-2076-0077G	LEGAL SERVICES	R	3/04/2020		27.00CR	135517	8,395.62
C03066	CINTAS							
	I-4042268515	UNIFORM SERVICES	R	3/04/2020		384.00CR	135518	
	I-4042268573	UNIFORM SERVICES	R	3/04/2020		100.63CR	135518	
	I-4042868116	UNIFORM SERVICES	R	3/04/2020		74.60CR	135518	
	I-4042868133	UNIFORM SERVICES	R	3/04/2020		100.75CR	135518	659.98
C03139	COMCAST							
	I-202002265574	INTERNET SERV 2/27-3/26	R	3/04/2020		129.71CR	135519	129.71
C03192	CRESCENT ELECTRIC SUPPLY CO							
	I-S507561963.001	ELECTRIC SUPPLIES	R	3/04/2020		121.23CR	135520	121.23
C03273	CURTIS 1000 INC - MINNESOTA							
	I-5842759	ENVELOPES	R	3/04/2020		806.07CR	135521	
	I-5842760	ENVELOPES	R	3/04/2020		735.52CR	135521	
	I-5847577	BUSINESS CARDS AHLES	R	3/04/2020		72.16CR	135521	
	I-5863553	BUSINESS CARDS RHEIN	R	3/04/2020		72.16CR	135521	1,685.91
D04012	DAKOTA SUPPLY GROUP							
	I-F353656	RAB LED LIGHTING	R	3/04/2020		2,926.00CR	135522	
	I-F355734	LED LIGHTING FIXTURES	R	3/04/2020		579.38CR	135522	3,505.38

PACKET: 04451 Regular Payments 3/3/20

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
E05126	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
	I-SVC27793	R&M VEHICLES	R	3/04/2020		2,072.84CR	135523	2,072.84
E05242	EVERETT & VANDERWIEL							
	I-2885	LEGAL SERVICES	R	3/04/2020		6,210.29CR	135524	6,210.29
F06091	FINANCE AND COMMERCE							
	I-744621303	2020 S&U PROJECT BIDS	R	3/04/2020		243.78CR	135525	243.78
G07050	GARRY INSURANCE CENTER							
	I-202002205565	AD&D HEALTH SP RICK INS 2020	R	3/04/2020		570.00CR	135526	570.00
G07291	iPROMOTEu							
	I-1703744GT5	NSPPD BEANIES	R	3/04/2020		1,090.00CR	135527	1,090.00
G07292	GRAYBAR							
	I-9314501858	METERBOX WITH DISCONNECT	R	3/04/2020		509.26CR	135528	509.26
H06055	HAWKINS INC							
	I-4661160	HYDROFLUOSILICIC ACID	R	3/04/2020		1,342.95CR	135529	1,342.95
H07501	HEALTHPARTNERS							
	I-1112232	PERSONNEL TESTING	R	3/04/2020		208.00CR	135530	208.00
H08162	HOLIDAY							
	I-202002265578	GAS 1400015462906 POLICE DEPT	R	3/04/2020		1,793.86CR	135531	
	I-202002265579	GAS 1400015462973 WATER DEPT	R	3/04/2020		153.76CR	135531	
	I-202002265580	GAS 1400015462906 FIRE DEPT	R	3/04/2020		494.66CR	135531	
	I-202002265581	GAS 1400015462892 PARKS DEPT	R	3/04/2020		470.68CR	135531	
	I-202002265582	GAS 1400015462906 UG ELECTRIC	R	3/04/2020		431.33CR	135531	
	I-202002265583	GAS 1400015462884 OH ELECTRIC	R	3/04/2020		437.09CR	135531	
	I-202002265584	GAS 1400015462965 URBAN FRSTY	R	3/04/2020		352.35CR	135531	
	I-202002265585	GAS 1400015463058 CTY MECHANIC	R	3/04/2020		59.82CR	135531	
	I-202002265586	GAS 1400015462949 ST MAINT	R	3/04/2020		3,185.23CR	135531	7,378.78
H08165	HOME DEPOT							
	C-2345084	RETURN	R	3/04/2020		59.46	135532	
	I-1011235	TOOLS	R	3/04/2020		88.44CR	135532	
	I-2014283	TITANIUM BIT SET	R	3/04/2020		29.97CR	135532	58.95
H08186	HYDRO VERGE							
	I-3004	BUDDY VALVE EXERCISER	R	3/04/2020		4,550.00CR	135533	4,550.00

PACKET: 04451 Regular Payments 3/3/20

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
H14077	CORE & MAIN LP							
	I-L870494	BALL CORP CURB & COUPLER	R	3/04/2020		640.83CR	135534	
	I-L913596	HYDRANT BRASS FITTINGS	R	3/04/2020		3,926.09CR	135534	4,566.92
I09045	IMPACT							
	I-145874	FEB 2020 NEWSLETTER	R	3/04/2020		1,005.00CR	135535	
	I-145922	MNTHLY BILL INSERT FEB 2020	R	3/04/2020		4,726.25CR	135535	5,731.25
J10048	JEFFERSON FIRE & SAFETY INC							
	I-IN111015	FIREADE FOAM	R	3/04/2020		460.00CR	135536	460.00
K09100	KATH FUEL OIL SERVICE CO							
	I-676264	FUEL OIL	R	3/04/2020		115.00CR	135537	115.00
L12047	LANDIS GYR TECHNOLOGY INC							
	I-90310277	FEB 2020 SAAS MTHLY SERV FEE	R	3/04/2020		750.00CR	135538	750.00
L12049	LANO EQUIPMENT							
	I-02-675175	KPA BLADE	R	3/04/2020		69.69CR	135539	69.69
L12194	LEAGUE OF MINN CITIES							
	I-316913	MN CITIES STORMEATER CONTRB	R	3/04/2020		780.00CR	135540	780.00
M13035	MACQUEEN EQUIPMENT CO							
	I-P25135	HANDGUN WATER SPRAYER	R	3/04/2020		226.31CR	135541	226.31
M13074	MET COUNCIL ENVIRONMENTAL SVCS							
	I-0001106085	MARCH 2020 WASTE WATER	R	3/04/2020		89,385.71CR	135542	89,385.71
M13081	MUNICIPAL EMERGENCY SERVICES							
	I-IN1425376	SILV-EX PLUS FOAM CONCNTTRTE	R	3/04/2020		400.00CR	135543	400.00
M13109	MENARDS-MAPLEWOOD							
	I-48124	CONNECTOR CAP TEE PIPE	R	3/04/2020		19.25CR	135544	19.25
M13110	MENARDS-OAKDALE							
	I-97044	GLOVE BRUSH TORCH FUEL GLSS	R	3/04/2020		121.28CR	135545	121.28
M13192	MN BENEFIT ASSOC							
	I-202002265588	MAR 2020 MBA LIFE	R	3/04/2020		71.17CR	135546	71.17
M13211	OFFICE OF MN IT SERVICES							
	I-W20010570	JAN VOICE SERVICES	R	3/04/2020		57.48CR	135547	57.48

PACKET: 04451 Regular Payments 3/3/20

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M13220	MN DNR - OMB							
	I-202002255572	MNDNR WATER PERMIT#1977-6176	R	3/04/2020		2,867.61CR	135548	2,867.61
M13247	MN POLLUTION CONTROL AGENCY							
	I-10000086285	PBP REIMBURSEMENTS	R	3/04/2020		250.00CR	135549	
	I-10000086376	VIC REIMBURSEMENTS	R	3/04/2020		312.50CR	135549	562.50
M13309	MN STATE FIRE CHIEFS ASSOC							
	I-1396	DULUTH FOTOS TRAIN STRINGR	R	3/04/2020		285.00CR	135550	285.00
M13339	M M K R & COMPANY PA							
	I-47614	2019 FINANCIAL AUDIT SERVICES	R	3/04/2020		6,960.00CR	135551	6,960.00
M16475	NCPERS GROUP LIFE INS.							
	I-663400032020	MARCH 2020 INS PREMIUMS	R	3/04/2020		160.00CR	135552	160.00
N14146	COMPASS MINERALS							
	I-596204	BULK COARSE LA HWY	R	3/04/2020		4,349.43CR	135553	4,349.43
N14177	NAC MECHANICAL & ELECTRICAL SERVIES							
	I-169225	VAV & INFLOOR HEAR REPAIRS	R	3/04/2020		1,528.94CR	135554	1,528.94
N18170	NO SUBURBAN ACCESS CORP							
	I-2020-018	1/2 PLAN COM MTG VIDEO	R	3/04/2020		230.00CR	135555	230.00
R18010	RAMSEY COUNTY							
	I-EMCOM-008238	JAN 2020 RC 911 DISPATCH SERV	R	3/04/2020		6,018.56CR	135556	
	I-EMCOM-008240	JAN 2020 CAD SERV 911 FD/PD	R	3/04/2020		1,165.64CR	135556	
	I-EMCOM-008271	JAN 2020 RC FLEET FD/PD	R	3/04/2020		492.96CR	135556	
	I-PUBW-018426	2019 EMERG PREMPT SYS SERV	R	3/04/2020		125.65CR	135556	7,802.81
R18042	RAMSEY-WASH METRO WATERSHED DIST							
	I-202002265587	WATERFEST 2020 SPONSORSHIP	R	3/04/2020		250.00CR	135557	250.00
R18047	NM CLEAN 1, LLC							
	I-DEC2019WASHES	DEC 2019 SQUAD CAR WASHES	R	3/04/2020		233.82CR	135558	
	I-JAN2020WASHES	JAN 2020 SQUAD CAR WASHES	R	3/04/2020		259.80CR	135558	
	I-NOV2019WASHES	NOV 2019 SQUAD CAR WASHES	R	3/04/2020		90.93CR	135558	584.55
R18063	REHRIG PACIFIC CO							
	I-50056464	RECYCLING/YD WASTE CONTNRS	R	3/04/2020		7,402.50CR	135559	
	I-50061359	GARBAGE CONTAINERS	R	3/04/2020		8,581.75CR	135559	15,984.25

PACKET: 04451 Regular Payments 3/3/20

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
S18996	SAFE-FAST INC							
	I-INV227243	SWEATSHIRTS & BOOTS	R	3/04/2020		272.40CR	135560	
	I-INV227675	FIRST AID KIT REFILL	R	3/04/2020		263.00CR	135560	535.40
S19003	INNOVATIVE OFFICE SOLUTIONS LLC							
	I-IN2879155	PAPER	R	3/04/2020		62.38CR	135561	
	I-IN2885253	THERMAL POUCHES	R	3/04/2020		27.69CR	135561	90.07
S19026	S.H.R. SALES							
	I-1026	FIREARMS	R	3/04/2020		633.65CR	135562	633.65
S19188	SHRED-IT USA MINNEAPOLIS							
	I-8129190023	SHREDDING SERVICES	R	3/04/2020		114.08CR	135563	114.08
S19409	STAR TRIBUNE							
	I-I00340730-01052020	NEWSPAPER PUBL 2020 S&U	R	3/04/2020		69.43CR	135564	
	I-I00340730-01122020	NEWSPAPER PUBL 2020 S&U	R	3/04/2020		69.43CR	135564	
	I-I00342280-01262020	NEWSPAPER PUBL NOTICE	R	3/04/2020		30.13CR	135564	
	I-I00343839-01262020	NEWSPAPER PUBL NOTICE	R	3/04/2020		87.77CR	135564	256.76
S19433	STAPLES ADVANTAGE							
	C-3438693372	RETURN	R	3/04/2020		20.49	135565	
	I-3439075353	CLEANING SUPPLIES	R	3/04/2020		460.00CR	135565	
	I-3439075354	FILE FOLDERS	R	3/04/2020		32.78CR	135565	
	I-3439075355	BACKPACK VACCUUM	R	3/04/2020		349.99CR	135565	
	I-3439706982	OFFICE SUPPLIES	R	3/04/2020		95.28CR	135565	917.56
T20076	TOSHIBA FINANCIAL SERVICES							
	I-5009268229	MAR 2020 COPIER LEASE FIRE	R	3/04/2020		284.51CR	135566	
	I-5009268231	MAR 2020 COPIER LEASE PD	R	3/04/2020		257.40CR	135566	
	I-5009268232	MAR 2020 COPIER LEASE PD	R	3/04/2020		116.19CR	135566	
	I-5009268233	MAR 2020 COPIER LEASE CD	R	3/04/2020		508.28CR	135566	1,166.38
T20126	TENNIS SANITATION LLC							
	I-2577152	JAN 2020 RESIDENTIAL GARBAGE	R	3/04/2020		43,327.25CR	135567	
	I-2577264	JAN 2020 - 2538 SEPPALA	R	3/04/2020		273.00CR	135567	
	I-2577266	JAN 2020 - 2290 1ST ST N	R	3/04/2020		91.00CR	135567	
	I-2577267	JAN 2020 - 2400 MARGARET ST	R	3/04/2020		91.00CR	135567	43,782.25
T20191	TIMESAVER OFF SITE SECRETARIAL INC.							
	I-M25448	2/4 CTY COUNCIL MTG SEC SERV	R	3/04/2020		183.50CR	135568	183.50

2/28/2020 10:53 AM

A / P CHECK REGISTER

PAGE: 6

PACKET: 04451 Regular Payments 3/3/20

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
T20192	T-MOBILE							
	I-202002265576	FD/PD CARDS/MOBILE 1/11-2/10	R	3/04/2020		607.53CR	135569	
	I-202002265577	FD/PD TABLETS 1/9-2/8	R	3/04/2020		739.75CR	135569	1,347.28
T20470	TWIN CITY WATER CLINIC INC							
	I-14144	JAN 2020 COLIFORM WATER SAMPLE	R	3/04/2020		256.00CR	135570	256.00
U21215	UPS							
	I-0000R93F2500	SHIPPING CHARGES	R	3/04/2020		330.05CR	135571	330.05
U21376	UNITED STATES POSTAL SERVICE							
	I-202002205564	BULK MAIL POSTAGE PREPAY	R	3/04/2020		500.00CR	135572	500.00
V01101	VERIZON WIRELESS							
	I-9848034867	CELL PHONE 1/11/20-2/10/20	R	3/04/2020		525.15CR	135573	525.15
V22049	VEIT DISPOSAL SYSTEMS							
	I-0000018434	CONSTRUCITON DEBRIS REMOVAL	R	3/04/2020		155.23CR	135574	
	I-0000018447	CONSTRUCTION DEBRIS DISPOSAL	R	3/04/2020		226.77CR	135574	382.00
Z26047	ZAYO GROUP LLC							
	I-2020020011274	FEB 2020 DARK FIBER	R	3/04/2020		5,793.23CR	135575	5,793.23

PACKET: 04451 Regular Payments 3/3/20

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
P16421	PREMIER BANK							
	C-202002215570	DEC 2019 CREDIT CARD RETURN	D	2/04/2020		149.23	000685	
	I-202002215568	JAN 2020 CREDIT CARD CHARGES	D	2/04/2020		394.95CR	000685	
	I-202002215569	DEC 2019 CREDIT CARD CHARGES	D	2/04/2020		3,694.62CR	000685	3,940.34
T20192	T-MOBILE							
	I-202002265575	CELL PHONE SERV 1/11-2/10	D	3/03/2020		1,696.88CR	000686	1,696.88
N14207	CITY OF NORTH ST PAUL							
	I-202002215566	JAN 2020 NSP UTILITY BILL	D	3/05/2020		12,525.98CR	000684	12,525.98

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	63	0.00	242,099.05	242,099.05
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	0.00	18,163.20	18,163.20
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	66	0.00	260,262.25	260,262.25

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04451 Regular Payments 3/3/20

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
--------	-------------	------	--------------	--------------	----------	--------	-------------	----------------

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	2/2020	2,369.69CR
001	3/2020	50,027.62CR
048	2/2020	23.00CR
048	3/2020	25,574.86CR
049	3/2020	93,101.92CR
050	2/2020	1,198.06CR
050	3/2020	12,981.06CR
052	3/2020	1,698.16CR
053	3/2020	59,766.50CR
054	3/2020	5,793.23CR
063	2/2020	19.97CR
064	3/2020	186.90CR
096	3/2020	231.17CR
098	3/2020	495.98CR
099	2/2020	329.62CR
099	3/2020	3,097.15CR
208	3/2020	1,842.00CR
210	3/2020	346.50CR
211	3/2020	796.22CR
450	3/2020	382.64CR

=====

ALL		260,262.25CR
-----	--	--------------



**NORTH
ST. PAUL**
extraordinary.

MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer, Accounting Technician
DATE: March 3, 2020
SUBJECT: Recommendation of approval of HRA claims list.

Claim Date

3/4/2020 A/P Check Register	135576-135580	\$	8,237.06
3/4/2020 Drafts	000687		335.31
Total			<u>\$8,237.06</u>

Approved this 3rd day of March, 2020

/s/ Terrence J. Furlong, Mayor by Consent Resolution

/s/ Scott A. Duddeck, City Manager/Clerk by Consent Resolution



2/28/2020 11:10 AM

A / P CHECK REGISTER

PAGE: 1

PACKET: 04452 hra a/p

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C03002	CAMPBELL KNUTSON PA							
	I-5-2076-0075G	LEGAL SERVICES	R	3/04/2020		3,869.98CR	135576	3,869.98
H08165	HOME DEPOT							
	I-5521464	SCREWS	R	3/04/2020		35.44CR	135577	35.44
L12462	LYMAN LUMBER COMPANY							
	I-895937	LUMBER	R	3/04/2020		1,067.29CR	135578	
	I-895938	LUMBER	R	3/04/2020		25.64CR	135578	1,092.93
M13109	MENARDS-MAPLEWOOD							
	I-49535	ALL WEATHER CORD & NAILS	R	3/04/2020		89.97CR	135579	
	I-50129	STAPLES ANCHOR HEX TAPCON	R	3/04/2020		129.43CR	135579	219.40
Q17031	QUALITY INSULATION INC							
	I-0-1205	INSULATION REMOVAL	R	3/04/2020		2,684.00CR	135580	2,684.00

2/28/2020 11:10 AM

A / P CHECK REGISTER

PAGE: 2

PACKET: 04452 hra a/p

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
N14207	CITY OF NORTH ST PAUL							
	I-202002215567	FEB BILL JAN USAGE UTILITY BILL	D	3/05/2020		335.31CR	000687	335.31

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	5	0.00	7,901.75	7,901.75
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	335.31	335.31
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	6	0.00	8,237.06	8,237.06

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Agenda Information Memorandum
North St. Paul City Council
March 3, 2020

FROM THE OFFICE OF THE CITY MANAGER

Subject: Recommendation for Preliminary Assessment that the Comcast of Minnesota, Inc., Cable Franchise should not be renewed

To the Honorable Mayor and City Council:

In November, 1999, the City entered into a franchise agreement with a cable company (now Comcast) for a term of 15 years. In 2015, the City of North St. Paul and Comcast extended the term of the franchise by setting an expiration date of July 1, 2018. Since that time, there have been four subsequent extensions to allow for informal negotiations between the Cable Commission and Comcast relating to the long-term renewal of the franchise.

Recently, the Ramsey-Washington Cable Commission passed a resolution of preliminary assessment that the current franchise agreement not be renewed. The grounds for this preliminary assessment are contained in the attached materials provided by the Cable Commission.

The Cable Commission is recommending that member cities adopt the attached resolution. The recommended action represents a preliminary assessment and is not a final action; rather, it would initiate a hearing proceeding to determine whether the Franchise should be renewed. The matter would ultimately come back to the Council for a final determination.

As of the writing of this report, White Bear Lake, Oakdale and Birchwood Village have passed resolutions affirming RWSCC's preliminary denial.

Recommendation: It is recommended the City Council approve the resolution affirming RWSCC's Preliminary Assessment that the Comcast of Minnesota, Inc., Cable Franchise Agreement should not be renewed.

Attachments

Resolution 2020-XXX

Memo – Tim Finnerty, Executive Director, Cable Commission Dated 02/04/2020

Respectfully submitted,

/s/ SD by mm

Scott Duddeck
City Manager

Agenda placement: City Business

MEMORANDUM

February 4, 2020

TO: Scott Duddeck, City Manager, City of North St. Paul

FROM: Tim Finnerty, Executive Director, Cable Commission

SUBJECT: Recommendation for Preliminary Assessment that the Comcast of Minnesota, Inc., Cable Franchise Should Not Be Renewed

Please find attached the recommendation of the Cable Commission that the City adopt a **preliminary assessment** that the cable franchise with Comcast should not be renewed.

It's important that this recommended action represents a PRELIMINARY ASSESSMENT. It is not a FINAL decision. This will simply trigger the next step, which is an administrative hearing that gives Comcast a fair opportunity, right to introduce and produce evidence, and question witnesses. That's what the federal law calls for. It's designed to provide due process to the parties, including Comcast. And it will determine what is reasonable and what is not reasonable under the law.

The attached documents include:

Analysis of Comcast's proposal, including the grounds for the preliminary assessment. The statement is not intended to lay out all the problems with the Comcast proposal, but is instead meant to provide enough information for the Member Municipalities to understand why the Cable Commission has found that the proposal is not adequate to support renewal at this point.

A recommended Resolution to Member Municipalities for adoption that issues a **preliminary assessment that the franchise should not be renewed**.

Recommended rules for conducting an administrative hearing for Comcast of Minnesota, Inc., franchise renewal. The rules are to be applied to ensure that Comcast is afforded a fair opportunity for full participation, including the right to introduce evidence, to require the production of evidence and to question witnesses.

The recommended hearing rules include a timeline for the schedule of proceedings, which assumes that all the member communities act on the Cable Commission's recommendation by March 10. The Cable Commission may be able to move faster if the communities act more quickly.

It is important to note that other documents are referenced, but not contained, within the attachments, include the following:

The Commission's Request for Renewal Proposal (RFRP) issued to Comcast in October, 2019; and Comcast's response in December, 2019, to that RFRP.

MEMORANDUM

PAGE TWO

These documents are available for public inspection at the Commission office, and can also be found at the following link: <https://drive.google.com/drive/folders/1gaFIAPBPfiTrjRW5WXGX8LwBrOmG4ji9>

Also available at this link are the following:

A December 30, 2019, letter from Mr. Joe Van Eaton (representing the Cable Commission) to Mr. Anthony Mendoza (representing Comcast) regarding Comcast's response to the RFRP, as well as Mr. Mendoza's January 10, 2020 reply to that letter.

A January 30, 2020, letter from Mr. Anthony Mendoza (representing Comcast) to the Cable Commission.

An alternative draft resolution in the event your community wishes to accept Comcast's proposal. The Cable Commission DOES NOT recommend, but makes it available for your convenience if applicable.

Finally, the discussion of the grounds for the preliminary assessment refers to a financial analysis by consultant to the Cable Commission, Garth Ashpaugh. That report is confidential, but can be made available to authorized municipal officials – but the confidentiality of the specific information in that report should be respected. To make arrangements to view this material, please contact me.

Please contact me with any questions. Thank you.

Executive Summary of Grounds for Preliminary Assessment that Comcast Cable Franchise Should Not Be Renewed

Each community would be deciding whether to issue a preliminary assessment that the franchise should not be renewed. The communities would then conduct a formal hearing through the Cable Commission before making a final renewal decision.

1. Under the Cable Act, an operator's request for renewal can be denied unless an operator "has substantially complied with the material terms of the existing franchise and with applicable law;" and "the quality of the operator's service, including signal quality, response to consumer complaints, and billing practices, but without regard to the mix or quality of cable services or other services provided over the system, has been reasonable in light of community needs." The needs review showed that Comcast:

Failed to satisfy customer billing requirements.

Failed to properly maintain the system, and failed to devise an effective system for identifying and correcting maintenance problems.

(Separately, the company failed to provide information required by the renewal application form, and failed to respond to questions about its proposal or to pay application fee in connection with renewal application process).

2. Under the Cable Act, an operator's request for renewal can be denied unless an operator has the financial, legal, and technical ability to provide the services, facilities, and equipment as set forth in the operator's proposal. In addition, to be legally qualified, the company must accept legal conditions locality has a right to impose.

Cases suggest the refusal to correct maintenance problems (sloppy placement on poles, open boxes, wires on ground) indicates a company may not satisfy the technical standard.

Comcast refused to accept conditions that may be imposed as a condition of issuance of a franchise, and requires communities to accept conditions which they are not required to accept.

Comcast will not provide a local customer service office – its closest offices are a significant distance from subscribers. It did not agree to customer service conditions the communities may impose.

Comcast does not agree to pay full 5% franchise fee permitted by law; and it also does not preserve right to assess fees on non-cable revenues, even if permitted by state and federal law.

Executive Summary

Page 2 of 3

Company insists on one-way, level playing field clause that is likely to require you to either give up franchise benefits, or deny franchises to others.

Company insists on incorporating an FCC Order, still under appeal, that would allow reduction of franchise fees.

3. Lastly, a renewal may be denied unless “the operator’s proposal is reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests.” Among other things:

Comcast argues build out requirements are subject to a “needs and interest test.” It does not agree to build-out conditions that will ensure its system is available to residents and businesses throughout the communities.

While elsewhere, Comcast agrees to share the cost of extending its service to remote areas, if subscribers (or developers) are willing to pay share in extension costs, Comcast refuses to agree to cost-sharing in the RWSCC communities.

Comcast does not propose to upgrade its cable system.

The Cable Act allows localities to require operators to build “institutional networks” – part of the cable system designed to provide advanced communications services to small businesses, community organizations and other non-residential customers. An institutional network already exists. However, Comcast will not agree to provide or continue to provide an institutional network throughout the communities to serve local businesses.

The Cable act allows localities to require an operator to provide capacity on an institutional network for educational and government use. Instead, the company offers to maintain existing connections at a cost of over \$554,000 for a ten year period. Comcast elsewhere has agreed to maintain much larger “dark fiber networks” for under \$15,000 annually, and normal market prices for dark fiber maintenance could be one-tenth of the price Comcast proposed.

With respect to PEG, Comcast does not propose to maintain PEG channels with an appropriate option for adding a Century College channel, for example; it does not agree to terms that will ensure the quality of PEG that keeps pace with television technology, (company proposes only two High Definition channels, while other local channels to remain in old, standard definition format); it does not agree to

Executive Summary

Page 3 of 3

provide a facility for PEG throughout the franchise term; and it does not propose adequate, other capital support going forward.

The Cable Commission's RFRP suggested a support level of about \$244,000, a **reduction** of PEG support as currently structured. However, Comcast proposed just half that amount and less (as a percentage of gross) than it provides in many communities. It would make it more difficult, and perhaps impossible to produce many live events, such as local high school sporting events.

RESOLUTION NO. _____

**PRELIMINARY ASSESSMENT THAT THE COMCAST OF MINNESOTA,
INC., CABLE FRANCHISE SHOULD NOT BE RENEWED**

WHEREAS, the City of North St. Paul is a member of the Ramsey/Washington Counties Suburban Cable Communications Commission II (hereinafter “RWSCC”) a Joint Powers Commission organized pursuant to Minn. Stat. § 471.59, as amended, and includes the municipalities of Birchwood, Dellwood, Grant, Lake Elmo, Mahtomedi, North St. Paul, Oakdale, White Bear Lake, White Bear Township and Willernie, Minnesota (“Member Municipalities”); and

WHEREAS, the Member Municipalities enacted separate ordinances and entered into individual agreements authorizing MediaOne North Central Communications Corp. to provide cable service (collectively, the “Franchises”); and

WHEREAS, as a result of several transfers of the Franchises, Comcast of Minnesota, Inc., (“Comcast”) currently holds the Franchises in the Member Municipalities; and

WHEREAS, Section 626(a)(1) of the Cable Communications Policy Act of 1984, as amended (the “Cable Act”), 47 U.S.C. § 546(a)(1), provides that if a written renewal request is submitted by a cable operator during the 6-month period which begins with the 36th month before franchise expiration and ends with the 30th month prior to franchise expiration, a franchising authority shall, within six months of the request, commence formal proceedings to identify the future cable-related community needs and interests and to review the performance of the cable operator under its franchise during the then current franchise term; and

WHEREAS, Comcast invoked the formal renewal procedures set forth in Section 626 of the Cable Act, 47 U.S.C. § 546; and

WHEREAS, the Joint Powers Agreement empowers the Commission and/or its designee(s) to conduct the Section 626 formal franchise renewal process on the Member Cities’ behalf and to take such other steps and actions as are needed or required to carry out the formal franchise renewal process; and

WHEREAS, the Commission commenced formal franchise renewal proceedings under Section 626(a) of the Cable Act, 47 U.S.C. § 546(a), and authorizing the Commission or its designee(s) to take certain actions to conduct those Section 626(a) proceedings; and

WHEREAS, RWSCC performed a needs assessment of the Member Municipalities’ and their communities’ present and future cable-related needs and interests and has evaluated and continues to evaluate Comcast’s past performance under the Franchises and applicable laws and regulations, all as required by Section 626(a) of the Cable Act, 47 U.S.C. § 546(a); and

WHEREAS, the Commission's needs ascertainment and past performance review included the Report on Cable-Related Needs and Interests and System Technical Review Within the Ramsey Washington Suburban Cable Commission Franchise Area, dated August 30, 2017, by CBG Communications, Inc.; Constance Ledoux Book, Ph. D., Telecommunications Research Corporation; Carson Hamlin, Media Integration Specialist; and Issues and Answers Telephone Research Firm ("CBG Report"); and in addition, the Commission reviewed its own files and conducted certain investigations as to needs and interests and past performance, and drew upon publicly available information regarding industry and area trends; and

WHEREAS, based on its needs ascertainment and past performance review, RWSCC staff prepared a "Request for Renewal Proposal for Cable Franchise" ("RFRP") that summarizes the Member Municipalities' and their communities' present and future cable-related needs and interests, establishes requirements for facilities, equipment and channel capacity on Comcast's cable system and includes model provisions for satisfying those requirements and cable-related needs and interests; that identified past non-compliance issues, and provided Comcast a further opportunity to correct them; and included a model franchise with terms and conditions; and

WHEREAS, RWSCC and Comcast engaged in informal renewal negotiations pursuant to 47 U.S.C. § 546(h) but are currently unable to arrive at mutually acceptable terms; and

WHEREAS, RWSCC established November 11, 2019 as a deadline for Comcast's response to the RFRP; and

WHEREAS, RWSCC and Comcast agreed to extend certain deadlines including the deadline for Comcast to respond to the RFRP; and on or about December 13, 2019, Comcast submitted to RWSCC its Response to Ramsey Washington Counties Suburban Cable Communications Commission II's Request for Renewal Proposal for Cable Franchise ("Comcast Proposal"); and

WHEREAS, RWSCC reviewed the Comcast Proposal and based on that review made a preliminary assessment that the Franchises should not be renewed, as set forth in Resolution 2020-01, ("RWSCC Resolution") and recommended that each Member Municipality confirm and issue a preliminary assessment that the franchise not be renewed; and

WHEREAS, RWSCC has proposed Rules for the Conduct of an Administrative Hearing, attached to the RWSCC Resolution as Exhibit B and asked each Member Municipality to confirm those rules.

NOW THEREFORE BE IT RESOLVED BY the City of North St. Paul.

Section 1. The City of North St. Paul hereby issues a preliminary assessment that the franchise should not be renewed, and the actions of the RWSCC affirmed.

Section 2. Exhibit A to the RWSCC Resolution is adopted and incorporated herein, and sets out grounds for the preliminary denial, and the which of the categories of issues set out in 47 U.S.C. § 546(c)(1) may be raised in any formal administrative proceeding.

Section 3. Exhibit B, the Rules for Conduct of an Administrative Hearing are confirmed and may be used for conduct of the proceeding. To remove any doubt, the RWSCC is authorized to make such changes to the Rules as may be necessary or appropriate for the conduct of the proceeding without seeking further authorization from the City of North St. Paul.

Section 4. RWSCC shall provide such notices as may be required and promptly commence the administrative proceeding required by law.

Section 5. The proceeding maybe delayed by agreement, subject to ratification by the Member Municipalities. The proceeding may be terminated if an agreement is reached as to renewal, or if Comcast determines it does not wish an administrative hearing on its application.

ADOPTED this 3rd day of March, 2020.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member
		Council Member
		Council Member
		Council Member
		Mayor
	Nay:	None
	Abstain:	None
	Absent:	None

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/Clerk

Agenda Information Memorandum
North St. Paul City Council
February 28, 2020

FROM THE OFFICE OF THE CITY PLANNER

Agenda placement: CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

Subject: Anchor Commons Storage Variance and Site Plan Review

To: Honorable Mayor and City Council

Background/Facts:

- Applications for site plan review and one variance were received on January 30, 2020.
- The property was previously platted in December, 2019.
- The applicant proposes to develop a three-story, 101,400 square foot self-storage facility.
- The property is zoned MU-3, Corridor Mixed Use, and the proposed use is permitted in the zoning district.
- A variance is required to allow for more than 60% of the building to be used for storage (Section 154.010 (D)(47)(a) of the Zoning Ordinance)
- Staff finds that the applications meet the requirements of the zoning ordinance with regard to variance and site plan approval
- At a February 27, 2020 special meeting, the Planning Commission held a public hearing on the requests.
- After hearing public comment, the Commission unanimously recommended approval of the variance and conditional approval of the site plan per the findings of fact in the staff report.
- The resolution approving the variance should be acted on before the resolution regarding site plan approval.

Recommendation: It is recommended the City Council approve the variance request and grant conditional approval for the requested Site Plan per the attached resolutions.

Attachments:

Application materials
Staff report
Resolutions

Respectfully submitted,



Erin Perdu
City Planner

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by mm

Scott Duddeck
City Manager

MEMORANDUM

Date: 2/28/2020
To: Honorable Mayor and City Council Members
From: Erin Perdu, AICP, City Planner
Ryan Krzos, AICP, Planning Consultant
CC: Scott Duddeck, City Manager
Debra Gustafson, Administrative and Community Services Director
Re: Site Plan Review and Variance Request for Self-Storage Facility at 2300 McKnight Road
N

BACKGROUND

Jim Adams of IP4 AF St. Paul LLC, has submitted applications on behalf of the property owner (currently the City of North St. Paul) for site plan review and a variance to facilitate the development of a self-storage facility at 2300 McKnight Road N.

In December of 2019 the City reviewed and approved a preliminary and final plat establishing the Anchor Block Commons subdivision. The subject requests would apply to lot 1, block 1, addressed as 2300 McKnight Road N. The site is currently zoned MU-3, Corridor Mixed-Use District and storage and warehousing uses are permitted in the zoning district. Site Plan Review is required for new commercial or industrial development projects. The proposed self-storage use would be within a three-story 101,400 square foot building, containing approximately 700 storage units.

The applicant is requesting a variance from the requirements of Section 154.010 (D)(47)(a) which states that (Warehousing/Storage) space shall not exceed more than 60% of the area of the principal building. As proposed, 74,000 square feet of the building would be rentable square footage, with the balance containing office, restroom, utility rooms, and common areas. The variance would allow for 73% of the building to be used for the self-storage purposes.



Figure 1: Location Map



Figure 2: Zoning Map

GENERAL STAFF REVIEW

Consistency with the City Plans

- 154.004 (E)(2) Variance Standards (a) *The variance is in harmony and consistent with the general purposes and intent of the Comprehensive Plan and this chapter.*
- 154.004(H)(2) Site Plan Review Standards (a) *The proposal is consistent with the general purposes and intent of the Comprehensive Plan;*
- 154.004(H)(2) Site Plan Review Standards (i) *If applicable, the proposal is consistent with officially adopted city plans and overlays.*

This site is guided for corridor mixed use in the 2040 Comprehensive Plan. This designation is established to encourage the development or redevelopment of mixed-use centers that combine retail development with a variety of housing, offices, live-work spaces, employment activities, and other complementary uses. The proposed project is part of a redevelopment of the site that would establish a combination of residential and commercial uses in the area known as the Anchor Block. The site was specially noted as being targeted for redevelopment in both the Comprehensive Plan and the Redevelopment Master Plan. Accordingly, the project is consistent with the vision and intent of the Comprehensive Plan for this area. The site is not subject to any overlay zoning districts.

Health, Safety, and General Welfare

- 154.004 (E)(2) Variance Standards (b) *The variance will not adversely affect the health, safety, or general welfare of the city.*
- 154.004 (H)(2) Site Plan Review Standards (b) *The proposal will not adversely affect the health, safety, or general welfare of the city.*

Development of the site is not likely to negatively impact the health, safety, or general welfare of the City. The project will utilize a site with remediated soils and will be developed with a use that is not associated with high amounts of traffic, noise, odors, or other similar nuisances.

Practical Difficulties/Special Conditions

- 154.004 (E)(2) Variance Standards (c) *The variance is necessary due to special conditions applying to the structures or land in question that are particular to the property and do not apply generally to other land or structures in the district or vicinity in which the land is located.*
- 154.004 (E)(2) Variance Standards (d) *The variance requested is the minimum variance necessary to alleviate the practical difficulty.*
- 154.004 (E)(2) Variance Standards (e) *Practical difficulties are caused from the strict application of the Zoning Code as outlined below:*
 - i. *The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Code;*
 - ii. *The plight of the landowner is due to circumstances unique to the property not created by the landowner; and*
 - iii. *The variance, if granted, will not alter the essential character of the locality.*
 - iv. *Economic considerations alone do not constitute practical difficulties.*

v. *The variance is consistent with officially adopted city plans and overlays.*

The applicant states that due to the remediated soils and surrounding industrial uses, development of the site for uses aside from storage would prove difficult. Additionally, the variance to allow 73% of the building to be used for storage is the minimum relief necessary as self-storage uses do not have a need for sizeable associated office space to operate the business.

The proposed storage facility allows the owner to use the property in a manner permitted by Ordinance as storage is a permitted use in the MU-3 District. A storage use in this location is compatible with surrounding industrial and commercial uses and will support future multi-family residential use of property to the south that is currently under application. Lastly, this use is part of a planned redevelopment as envisioned by the City's Comprehensive Plan.

Compatibility with Surrounding Context

- *154.004(H)(2) Site Plan Review Standards (c) The proposal is compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the city.*
- *154.004(H)(2) Site Plan Review Standards (d) The proposal or appearance of the proposal is compatible with adjacent properties.*
- *154.010(E)(3) General Architectural requirements (g) Protection of views. Buildings shall be designed and oriented so as not to detract from one another or to unduly restrict views to open spaces, plazas and vistas.*

The site is surrounded by commercial and industrial uses. Properties to the east include an asphalt recycling facility and a landscaping supplier. As such this use represents a logical transition between those uses, and the balance of the Anchor Block site, as well as the surrounding neighborhood context.

The site improvements are placed in a location that would not interfere with views of public open space, parks, or vistas.

Proposed Uses

- *154.004(H)(2) Site Plan Review Standards (h) The proposal is in harmony with the general purposes and intent of this chapter and the zoning district in which the applicant intends to locate the proposal.*
- *154.007(C)(1) Permitted, Conditional, and Interim Uses refers to Table 6 for allowed uses within the residential districts.*
- *154.010(D) Supplemental Standards (47) Warehousing/Storage (a) Space shall not exceed more than 60% of principal building.*

The proposed storage use is a permitted use in the MU-3 Zoning District. As previously mentioned, the site is within a larger redevelopment area known as the Anchor Block, which will establish a mix of residential and commercial uses, as envisioned for the site by the Comprehensive Plan and as intended within the MU-3 District. The applicant is requesting a variance to the requirement that no more than 60% of a building be occupied with warehousing/storage space. The proposal complies or could be conditioned upon demonstration of compliance with other applicable Ordinance requirements as noted herein.

Proposed Lot/Building Dimensional and Setback Requirements

- 154.007(C)(3) refers to Table 7 for the lot requirements within the mixed-use districts.

Requirement	MU-3	Proposed
Minimum Lot Size	35,000 sq. ft.	2.04 ac
Minimum Lot Width	120 ft	225.59 ft
Front Yard Setback	25 ft	82 ft
Rear Yard Setback	0 ft	38.7 ft
Side Yard Setback	0 ft	10 ft (East) 44.3 ft (West)
Maximum Height	Five (5) stories or 55 ft	Three (3) Stories and 38 ft

The subject site was platted in December of 2019 under the current Zoning and Subdivision ordinances. Accordingly, the lot meets the size and width requirements for the MU-3 Zoning District. The proposed self-storage building would comply with all front, rear, and side yard setback requirements, and would be within the maximum building height limit.

Utilities and Municipal Services

- 154.004(H)(2) Site Plan Review Standards (e) The proposal can be adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and stormwater disposal systems.
- 154.004(H)(2) Site Plan Review Standards (f) The proposal will not create an excessive burden on existing parks, schools, and other public facilities which serve or are proposed to serve the area;
- 154.010(A) Development Standards (9) Utility installations. All on site utility installations shall be placed underground.
- 154.010(E)(3) General Architectural requirements (b) Utilities. Building utility services and structures such as meters, transformers, refuse containers, including dumpsters, ancillary equipment and the like shall be either located inside the principal building, inside an accessory building, or, where outside be entirely screened from off-site views. For new buildings, all utilities shall be underground.

The proposed use will not generate any additional demand on parks, schools, or other similar public facilities. The facility will be served by municipal water and sewer via underground connections. Stormwater management will be provided by a shared facility located at the northwest corner of the site. When the Anchor Drive roadway was platted and designed this use was contemplated for this location, therefore the surrounding transportation systems are adequate for the proposed use. No building utility structures, or ancillary equipment is proposed to be located outside of the building.

Open Space

- 154.010(B)(2)(b) Nonresidential Open Space Office/commercial/industrial. Each lot shall contain usable open space/plazas and shall not be less than 5% of the total lot area.

Approximately 30% of the site will be pervious area, which includes landscape open areas to the rear, front and side of the building.

Landscaping

- *154.010(F)(3) Tree requirements. (a) Number of trees. Trees must be planted within the property lines and in a location as not to interfere with sight line visibility at maturity. The minimum number of trees of any given site shall be as follows: (iii.) MU-2 and MU-3 Districts. Whichever is greater: one tree per 1,000 square feet of gross building floor area or one tree per 50 lineal feet of site perimeter.*
- *154.010(F)(4) Landscape coverage. All residential district properties are encouraged to have diversified landscaping in addition to the landscaping required in setback areas for free-standing, detached structures. All landscaped areas are encouraged to be developed with live deciduous and coniferous plants, grass, trees, and shrubs which provide a variety of color, texture, height, and forms consistent with the needs of the site and other elements of the plan. The landscaped areas may contain, but not limited to, some decorative stones, wood, patio blocks, sculptures, and other appropriate ornamental features. Overall composition and location of landscaped areas shall complement the scale of the development and its surroundings. In general, larger, well-placed contiguous planting areas shall be preferred to smaller, disconnected areas. The following zoning classifications will have the following percentage of the lot landscaped: (e) MU-2 and MU-3 Districts. All areas, except for buildings, driveways and approved parking areas, shall be landscaped as described above. Where possible, a minimum of 2% of the site may provide for diversified landscaping that allows infiltration of stormwater. Screening shall be provided and established to protect and screen abutting residential districts.*
- *154.010(F)(5) Required yards and setbacks.*
 - (a) All developed uses shall consist of, but not limited to, a landscaped yard, including grass, plantings, decorative stones, trees and shrubs, along all streets.*
 - (b) Except for driveways, the yard shall extend along the entire frontage of the lot, and along both streets in the case of a corner lot, such yard shall have a depth of at least ten feet.*
 - (c) Required yards and setback areas, except driveways and areas used for accessory structures, shall be graded to final elevations and sodded or seeded and landscaped with grass, plantings, decorative stones, trees and shrubs.*

The landscaping plan shows a total of 36 trees. The building contains 101,400 sf of gross floor area, and 1,278 ft of frontage – equating to a total of 101 required trees. Section 154.010 (F)(2)(ii) states that landscaping requirements shall be enforced with the exception of when the review authority determines that the amount and/or locations of plantings pose a risk of overcrowding of plant materials. Therefore, staff recommends that the landscaping plan be revised to increase the number of trees as much as possible up to the 101 tree requirement; the applicant must demonstrate that additional trees would cause overcrowding to the satisfaction of the City’s consulting landscape architect.

An area measuring approximately 1,987 square feet will be graded and seeded for use as a stormwater management facility located at the northwest corner of the site. The exceeds the 1,774 square feet required by ordinance.

The area located between the front property line and the parking area will be landscaped with lawn, and mulched areas containing trees and shrubs. This area would be in excess of 20 feet in width meeting the ten-foot minimum for the landscape yard.

Screening

- 154.004(H)(2) *Site Plan Review Standards (g) The proposal will be sufficiently compatible or separated by distance or screening from adjacent residentially zoned land.*
- 154.010(E)(3) *General Architectural requirements (c) Screening of rooftop equipment. All rooftop equipment, with the exception of solar and wind equipment, shall be screened from view from adjacent streets and public rights-of-way. Rooftop equipment shall be screened from view from adjacent buildings to the extent possible.*
- 154.010(J)(10) *Off-street parking standards for non-residential districts. (d) Parking lots should be screened from streets and sidewalks by planters or plantings or both. If planters are used, their material should be compatible with adjacent buildings. Planters should be at least 18 inches high.*

The site does not adjoin any residentially zoned property. The submittal does not indicate that any roof mounted equipment is proposed. Accordingly, if rooftop equipment is proposed, the plans should be revised to depict how said equipment is to be screened.

Plantings including Linden trees and lilac shrubs are proposed along the frontage of the site, serving as a screen for the parking area. The lilac shrubs will be 24 inches in height.

Drainage/Natural Resources

- 154.010(F) *Landscaping Standards (9) Drainage, access & utility easements. No landscape material other than grass, or retaining walls, shall be placed within a drainage, access or utility easement. Rock or riprap may be allowed upon review and approval by the Zoning Administrator provided the proposed material does not interfere with drainage, access or utilities.*

Drainage and utility easements are dedicated along most of the perimeter of the site. Accordingly, the landscaping plan must be revised to relocate the proposed planting outside the easement areas.

Streets and Sidewalks

- 154.010(A) *Development Standards (21) Pedestrian circulation. Sidewalks or other designated pedestrian ways shall be clearly indicated and provided for the safety of pedestrians within nonresidential and mixed-use districts.*
- 154.010(A) *Development Standards (22) Sidewalks and trails. Complete plans shall be provided for proposed sidewalks and trails to serve parking, recreation and service areas within developments and to link to the city's system.*

- 154.010(E)(3) *General Architectural requirements (e) Pedestrian ways. Buildings shall be designed with proper provision and orientation for a pedestrian system to serve and link development.*

The plans show proposed walkways from the parking area to the front building. However, the site as proposed would lack a connection from the entrance or parking area to the sidewalks that will be constructed along both side of Anchor Drive. Accordingly, a walkway connection should be provided from the sidewalk to the front entryway area.

Parking

- 154.010(J)(3) *General Parking Standards. (a) Minimum size regulations. Each space shall contain a minimum area of not less than 180 square feet, exclusive of access drives, a width of not less than nine feet and a depth of not less than 20 feet. Each space shall be adequately served by access drives as determined by the Zoning Administrator. All loading spaces shall be sufficient to meet the requirements of each use and shall provide adequate space for storage and maneuvering of the vehicles they are designed to serve. Parking ramps and underground parking may be allowed to have some reduction in the dimensions stated above.*
- 154.010(J)(10) *Off-street parking standards for non-residential districts. (e) MU-3. Off-street parking may be reduced where it can be demonstrated that such reduction is justified due to joint use of facilities for dissimilar uses, provisions for transit facilities or other factors having impact on parking demand and capacity.*
- 154.010(J)(10) *Off-street parking standards for non-residential districts. (g) Required number of off-street parking spaces. The minimum number of required off-street parking spaces for the following uses shall be as indicated on Table 8. Where a specific use is not listed, the Zoning Administrator shall determine the minimum number of required off-street parking spaces by considering functional similarities between uses listed and the use not listed.*
- 154.010(J)(10) *Off-street parking standards for non-residential districts. (h) Yards. Off-street parking and loading facilities shall be subject to the front yard, side yard, and rear yard regulations for the use district in which the parking is located, except in the MU-1, MU-2, and MU-3 Districts, yard setbacks may be reduced if a substantial landscape setback is provided having a width meeting at least the minimum specified.*

A summary of the requirements in Table 8 is provided below for mini warehouse uses.

Use	Requirement	Proposed
Mini-Warehouse Warehousing as primary use of space Limited Production, Processing and Storage	0.25 per 1,000 square feet of building area. (101,400 sf equates to 25 required stalls)	<u>11 proposed.</u> The applicant is requesting a reduction per 154.010(J)(10)(e) based on low demand.

A surface parking area for employees and customers is provided in front of the building. 11 parking stalls are proposed. As currently shown the stalls would not meet the minimum 20-foot

length requirement. Accordingly, the plans should be revised to provide the additional depth. The building would contain an internal loading area for customers to utilize while at the facility. This area accommodates two vehicles per the applicant which would act as a supplement to the surface parking stalls. These spaces are not counted toward the requirement since they are not delineated.

A total of 25 stalls are required based on the amount of floor area for the mini-warehouse use. The Ordinance allows for a reduction in the minimum number of required stalls in the MU-3 Zoning District when factors are demonstrated as having an impact on parking demand and capacity. The applicant has provided observed trends for the frequency of storage unit visits suggesting a lower demand for parking that the Ordinance requires. Specifically, the applicant states that on average 40% of tenants visit their units a few times a year, 30% visit about once a month, 15% visit twice a month, 9% visit once a week, and 6% visit a few times a week. Their observation is that these visits are staggered such that no more than 7 vehicles are on site at any given time, which include employees, and is typically limited in duration. Staff concurs that self-storage uses are typically low generators of traffic and parking demand. Accordingly, staff supports the requested reduction.

The parking area would mostly comply with the 25 ft front yard setback requirement, except for a very small portion at the southeast corner. The setback may be reduced in this case since the 10-foot landscape yard is provided as specified in Section 154.010(F)(5)(b).

Loading Area

- *154.010(J)(5) Loading areas.*
 - (a) *Loading and unloading areas for goods, supplies and services shall be sufficient to meet the requirements of each use. At a minimum, one loading dock shall be provided for each nonresidential building having over 20,000 square feet of floor area if the use is retail sales or services. For all other uses, at least one loading dock shall be provided if the building has over 50,000 square feet of floor area.*
 - (b) *Loading spaces shall be at least 35 feet long and ten feet wide, and shall have a height clearance of at least 13 feet.*

The facility has an internal customer loading area. Additionally, the circulation area to the west of the building would accommodate the dimension noted in the standard above. Staff finds these loading areas to be adequate for the proposed use particularly since it is not associated with commercial semi-truck deliveries.

Bicycle and Transit

- *154.010(J)(7) Bicycle Parking Standards*
 - (a) *New development. Bicycle parking shall be provided for all new commercial, industrial, community service use, and multifamily residential development.*
 - (b) *Number of spaces. The number of bicycle parking spaces shall be at least 10% of the minimum required vehicle parking for the use. In no case shall less than two spaces be provided.*

(c) Location of facilities. Bicycle parking facilities shall be located within 50 feet of the main building entrance in a location that is visible to building occupants from the main parking lot.

- *154.010(A) Development Standards (25) Transit. Developments are to take into account the needs for transit and the transit rider and related pedestrian ways. Development of transit facilities and transit plazas are to be furnished on a cooperative basis with participation from property owners, the city and metro transit. New express transit is proposed on Highway 36 with on-line stop(s) with the possibility of a transit station between/near Margaret Street and McKnight Road.*

A bicycle rack with two spaces is provided near the front entrance of the facility. Two bicycle spaces are required based on the determined vehicle parking requirement of 11. The bicycle rack is with 50 feet of the facility's front entrance.

This site is not currently on transit route therefore a transit plaza is not required.

Access and Circulation

- *154.010(F) Landscaping requirements (8) Traffic visibility. In order to provide a clear view of intersecting streets to motorists, a triangular area of clear vision formed by the two intersecting streets and driveways and a line connecting said centerlines, shall be kept clear of visual obstruction, as specified below.*
 - (a) Within any vision clearance triangle, screening, plantings, walls, fences or other obstructions are not permitted between a height of 30 inches and ten feet above the curb level, with the exception of fences with a maximum of three feet in height and at least two-thirds open to vision.*
 - (c) At the intersection of a private drive or alley with a street, the line shall extend a minimum of ten feet from the intersection of the street and alley or drive property lines.*
- *154.010(J)(3) General Parking Standards (e) Access.*
 - i. Parking and loading space shall have proper access from a public right-of-way as determined by the Zoning Administrator.*
 - ii. The number and width of access drives shall be so located as to minimize traffic congestion and traffic hazard.*

Vehicular access is proposed via a single driveway from Anchor Drive, which is appropriate given the low amount of traffic that is generated by the intended use. The width of said driveway can accommodate two vehicles traveling opposite directions.

The vision triangle at the entry way is clear of permanent obstructions but does appear to contain landscaping. Said landscaping will need to be in compliance with the above noted clearance standards.

Architecture

- *154.010(E)(3) General Architectural requirements (f) Pedestrian-oriented design. Building designs are encouraged to make the street enjoyable, visually interesting and comfortable. Individual buildings should be integrated with the streetscape to bring activity in the building in direct contact with the people on the street.*

- *154.010(E)(4) Architectural Control (d) Nonresidential and mixed-use buildings. The following standards are applicable after the effective date of this chapter to all new buildings and major expansions (50% or more of the building floor area). These standards shall apply only to the portion of the building or site that is undergoing alteration. Although, all buildings and structures and remodeling of either existing or new buildings shall take into account compatibility related to architectural quality and mass of the structures to be constructed.*
 - i. Primary building entrances on all new buildings are encouraged to be oriented to the primary abutting public street. The entrance shall have a functional door. Additional secondary entrances may be oriented to a secondary street or parking area. Entries shall be clearly visible and identifiable from the street, and delineated with elements such as roof overhangs, recessed entries, landscaping, or similar design features. Barrier-free entrances are required.*
 - ii. Façade articulation. Consistent with the design of traditional storefront buildings, new buildings of more than 40 feet in width shall be divided into smaller increments, through articulation of the façade. This can be achieved through combinations of the following techniques, and others that may meet the intent of this section.*
 - A. Façade modulation. Stepping back or extending forward a portion of the façade.*
 - B. Vertical divisions using different textures or materials (although materials shall be drawn from a common palette).*
 - C. Division into storefronts, with separate display windows and entrances.*
 - D. Variation in roof lines by alternating dormers, stepped roofs, gables, or other roof elements to reinforce the modulation or articulation interval.*
 - E. Arcades, awnings, and window bays at intervals equal to the articulation interval.*
 - iii. Design of street-facing facades. No blank walls shall be permitted to face the public street, sidewalks, or other public spaces such as plazas. Elements such as windows, doors, columns, changes in material, and similar details shall be used to add visual interest.*
 - iv. Door and/or window openings.*
 - A. For all buildings.*
 - 1. Glass on windows and doors shall be clear or slightly tinted, allowing views into and out of the interior. Spandrel glass may be used on service areas of the building.*
 - 2. Displays may be placed within windows. Equipment within buildings shall be placed a minimum of five feet behind windows. To preserve views, within three feet of any window, not more than 30% of the view through the windows shall be blocked by merchandise, displays, shelving, or other obstructions.*
 - 3. Window shape, size and patterns shall emphasize the intended organization of the façade and the definition of the building.*
 - v. Compatibility with traditional buildings. New development shall relate to the design of traditional buildings adjacent to the site, where present, in scale and character. This can be achieved by maintaining similar façade divisions, roof lines, rhythm, and proportions of openings, building materials and colors. Historic architectural styles are encouraged, but need not be replicated.*

- vi. *Building alignment. Buildings shall be aligned with facades parallel with the street to create a well-defined street edge.*
- vii. *Building articulation. Buildings shall have horizontal and vertical articulation, which may include dormers, cornice detailing, recesses and projections, step-backs of upper stories, changes in roof types and planes, building materials, and window patterns. The base of a building shall relate to the human scale, including doors and windows, texture, projections, awnings, canopies, and similar features.*

The proposed building will be constructed with finishes including textured-metal panels, brick veneer, metal trim, and glass storefront windows. The front of the building is oriented towards Anchor Drive, and features storefront windows surrounding main entry doors. The front façade is articulated using material changes, variation in the cornice details along the roof line, a brick veneer wainscot, and second and third story windows. The rear elevation contains a similar architectural design but is without a storefront entrance. The east side elevation is articulated using vertical architectural piers containing differing color materials, varying cornice details, and second and third story windows. The west side elevation also contains the brick veneer wainscot and second and third story windows, but has several loading doors, and the covered loading bump-out. The site is not surrounded by any historical building styles. Staff finds that the building design would comply with the above noted standards.

Lighting

- *154.010(A) Development Standards (7) Outdoor lighting. All outdoor lighting shall be directed away from adjoining property and from the street unless globe lighting is used. Bare incandescent light bulbs shall not be permitted in view of adjacent property or the public right-of-way, except decorative holiday lights having 7.5 watts or less. No exterior lighting shall exceed 0.4 foot candles at the lot line. Yard lights shall not be closer than five feet from the property line, provided the direct source of light is not visible from the public right-of-way or adjacent residential property.*

The submitted lighting plan shows one proposed pole mounted LED light near the parking lot entrance, and ten proposed wall mounted lights around the perimeter of the building. These lights would be directed downwards, and not towards any adjoining property. The lights would exceed the 0.4-footcandle threshold along the easterly property line. Therefore, the lighting plan will have to be revised to comply with this standard.

Engineering Comments:

Sheet C2.0:

1. Show sidewalk, curb, and driveway apron at Anchor Drive.
2. B612 Curb & Gutter, Typ. note is pointing to the wrong area.
3. The Fire Official shall review the turn-around for compliance with fire code.

Sheet C3.0:

1. Retaining walls over 4' in height require design by a registered engineer and a building permit.

Sheet C4.0:

1. Show location of fire hydrants adjacent to the site. Hydrant location to be reviewed by the Fire Chief.
2. Show pipe material for water service.
3. The private storm drain along the north side of the building should have a cleanout at the 90-degree bend.
4. Landscaping is not allowed in the drainage and utility easements.

RECOMMENDED ACTION

At a special meeting held on February 27, 2020, the Planning Commission unanimously concurred with the staff recommendations below.

Based on the findings described in this report, staff recommends the following actions:

Approval of the requested variance to allow for 73% of the building to be used for the self-storage purposes.

Conditional Approval of the proposed Site Plan Review subject to the following conditions of approval:

1. Revised set of plans shall be submitted showing sidewalk, curb, and driveway apron at Anchor Drive.
2. Revised set of plans shall be submitted showing a corrected B612 Curb & Gutter, Typ. Note.
3. The Fire Official shall review the turn-around for compliance with fire code. Changes to the set of plans to comply with said requirements shall be submitted.
4. Revised set of plans shall be submitted which show the location of fire hydrants adjacent to the site. Hydrant location is subject to review and approval by the Fire Chief.
5. Revised set of plans shall be submitted showing pipe material for water service.
6. Revised set of plans shall be submitted showing storm drain along the north side of the building with a cleanout at the 90-degree bend.
7. Landscaping is not allowed in the drainage and utility easements.
8. Roof-mounted mechanicals or equipment shall be screened pursuant to the Zoning Ordinance standards. If screening is used a revised plan must show how said screening is achieved.
9. A sidewalk connection shall be added that connects the site to the sidewalk along Anchor Drive.

10. Revision of the landscaping plan to increase the number of trees as much as possible up to the 101 tree requirement; the applicant must demonstrate that additional trees would cause overcrowding to the satisfaction of the City's consulting landscape architect.
11. Plantings, walls, fences or other obstructions are not permitted between a height of 30 inches and ten feet above the curb level within the 30-foot vision triangle created that the development driveway.
12. All signage shall comply with Zoning Ordinance requirements and the applicant or property owner shall obtain permits prior to installation.
13. Revise parking stall depth to comply with the minimum 20-foot requirement.
14. Modification to the proposed lighting plan to achieve no more than 0.4-footcandles at the property line.

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2020-XXX

**RESOLUTION APPROVING
A VARIANCE FROM SECTION 154.006
OF THE NORTH ST. PAUL CITY CODE**

WHEREAS, on January 29, 2020, Jim Adams of IP4 AF St. Paul LLC, 9000 Keystone Xing., Suite 660, Indianapolis, IN, 46240, applied for a variance from the City Code for the property legally described as:

Lot 1, Block 1, Anchor Commons, Ramsey County, Minnesota. PID:
122922320015;

WHEREAS, on February 27, 2020, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission, acting as the Board of Adjustment and Appeals, held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on February 27, 2020, the Planning Commission recommended approval of the variance; and

WHEREAS, on March 3, 2020, the City Council directed preparation of findings for approval of the variance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of North St. Paul, Minnesota hereby approves the requested variance as described herein based on one or more of the following findings of fact concerning this property:

FINDINGS OF FACT:

- A1. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minutes from the above mentioned meetings, and any and all other materials distributed at these meetings are hereby incorporated by reference.
- A2. The Subject Property is zoned MU-3, Corridor Mixed Use.
- A3. Applicant has applied for the following variance[s]:
 - i. Allowance of a building with 73% area used as storage

ANALYSIS:

- B1. Variances shall only be permitted when they are in harmony with the general purposes and intent of the City Zoning Chapter. The proposed variance will allow the redevelopment of the parcel consistent with the intent of the MU-3 district by encouraging the redevelopment of a mixed use center with storage as a complimentary use.
- B2. Variances shall only be permitted when the variances are consistent with the comprehensive plan. The site is guided for redevelopment as proposed in the 2040 Comprehensive Plan.
- B3. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. “Practical difficulties,” as used in connection with the granting of a variance, means that:
 - i. The property owner in question proposes to use the property in a reasonable manner, however, the proposed use is not permitted by the zoning ordinance. The proposed use is expressly permitted in the MU-3 district, but restrictions on maximum floor area for storage use effectively render the use unbuildable.
 - ii. The plight of the landowner is due to circumstances unique to his property not created by the landowner. The practical difficulty is created by the restrictions of the zoning ordinance that effectively prohibit this permitted use.
 - iii. The variance, if granted, will not alter the essential character of the locality. The proposed facility is designed to fit in with the character of the area. A storage use in this location is compatible with surrounding industrial and commercial uses and will support future multi-family residential use of property to the south that is currently under application
- B4. Economic considerations alone do not constitute practical difficulties.
- B5. The Council may not permit as a variance any use that is not allowed under the City Zoning Chapter for property in the zone where the affected person's land is located. The use is permitted in the MU-3 Zoning District.
- B6. The variance will not adversely affect the health, safety, or general welfare of the city. Development of the site is not likely to negatively impact the health, safety, or general welfare of the City. The project will utilize a site with remediated soils and will be developed with a use that is not associated with high amounts of traffic, noise, odors, or other similar nuisances.
- B7. The variance is necessary due to special conditions applying to the structures or land in question that are particular to the property and do not apply generally to other land or

structures in the district or vicinity in which the land is located. This is the only self-storage facility in the area.

- B8. The variance is the minimum variance necessary to alleviate the practical difficulty. The variance to allow 73% of the building to be used for storage is the minimum relief necessary as self-storage uses do not have a need for sizeable associated office space to operate the business
- B9. The variance is consistent with officially adopted city plans and overlays. The variance is consistent with the 2040 Comprehensive Plan and this property is not subject to any overlays.

DECISION:

The Applicant's request for a variance from Section 154.010 (D)(47)(a), of the North St. Paul City Code is hereby approved, subject to the following conditions, if any, which are necessary to protect the public health, safety, and general welfare and which are directly related to and bear a rough proportionality to the impact created by the variance:

No conditions have been set for the Variance request.

ADOPTED this XXX day of XXX, 2020.

Motion by Council Member xxx
Second by Council Member xxx

Voting:	Aye:	Council Member
		Council Member
		Council Member
		Council Member
		Mayor
	Nay:	None
	Abstain:	None
	Absent:	None

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2020-xxx

**RESOLUTION APPROVING A SITE PLAN FOR A SELF-STORAGE DEVELOPMENT
ON THE PROPERTY AT
THE NORTHEAST CORNER OF ANCHOR DRIVE AND 3RD ST. NORTH.**

WHEREAS, the City of North St. Paul (“City”) has received a Site Plan application from Jim Adams of IP4 AF St. Paul LLC, 9000 Keystone Xing., Suite 660, Indianapolis, IN, 46240; and

WHEREAS, the proposed site plan is attached in Exhibit A; and

WHEREAS, the applicants are requesting approval of a site plan for a three-story, 101,400 square foot self-storage facility; and

WHEREAS, the proposed site plan meets the requirements of City Code Chapter 154 Section 154.004 (H), the MU-3 Corridor Mixed Use district subject to a storage area variance request; and

WHEREAS, the Planning Commission has reviewed this request and recommends the City Council approve Site Plan as stated in staff’s report and related minutes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, the request for Site Plan Approval as shown in attached Exhibit A is hereby approved according to the plans reviewed by the Planning Commission and City Council.

NOW, THEREFORE, LET IT BE FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, the Site Plan is approved with the following conditions:

1. Approval of the requested variance for storage space in excess of 60% of the total building area
2. Revised set of plans shall be submitted showing sidewalk, curb, and driveway apron at Anchor Drive.
3. Revised set of plans shall be submitted showing a corrected B612 Curb & Gutter, Typ. Note.
4. The Fire Official shall review the turn-around for compliance with fire code. Changes to the set of plans to comply with said requirements shall be submitted.
5. Revised set of plans shall be submitted which show the location of fire hydrants adjacent to the site. Hydrant location is subject to review and approval by the Fire Chief.
6. Revised set of plans shall be submitted showing pipe material for water service.

7. Revised set of plans shall be submitted showing storm drain along the north side of the building with a cleanout at the 90-degree bend.
8. Landscaping is not allowed in the drainage and utility easements.
9. Roof-mounted mechanicals or equipment shall be screened pursuant to the Zoning Ordinance standards. If screening is used a revised plan must show how said screening is achieved.
10. A sidewalk connection shall be added that connects the site to the sidewalk along Anchor Drive.
11. Revision of the landscaping plan to increase the number of trees as much as possible up to the 101 tree requirement; the applicant must demonstrate that additional trees would cause overcrowding to the satisfaction of the City's consulting landscape architect.
12. Plantings, walls, fences or other obstructions are not permitted between a height of 30 inches and ten feet above the curb level within the 30-foot vision triangle created that the development driveway.
13. All signage shall comply with Zoning Ordinance requirements and the applicant or property owner shall obtain permits prior to installation.
14. Revise parking stall depth to comply with the minimum 20-foot requirement.
15. Modification to the proposed lighting plan to achieve no more than 0.4-footcandles at the property line.

ADOPTED this XXX day of XXX, 2020.

Motion by Council Member xxx

Second by Council Member xxx

Voting:	Aye:	Council Member
		Council Member
		Council Member
		Council Member
		Mayor
	Nay:	None
	Abstain:	None
	Absent:	None

Terrence J. Furlong, Mayor

Attest:

Scott A. Duddeck, City Manager/Clerk

**CITY OF NORTH ST. PAUL
NOTICE OF PUBLIC HEARING:
VARIANCE**

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of North St. Paul, Minnesota will hold a public hearing to accept public input on applications for a Variance at the property listed below:

Parcel Identification Number: 122922320015

Property Address: 2300 McKnight Rd. N, North St. Paul 55109

Legal Description: Lot 1 Block 1 of ANCHOR BLOCK COMMONS

Applicant/Address: IP4 AF St. Paul, LLC/9000 Keystone Crossing, Suite 660
Indianapolis, Indiana 46240

The application requests the approval of a variance at the property which would allow for more than 60% of the proposed building to be used for storage.

The public hearing will be conducted on Thursday, February 27th at approximately 6:15 p.m. or shortly thereafter at the City Council Chambers of City Hall, located at 2400 Margaret Street, North St. Paul.

Such persons with desire to be heard with reference to this matter will be heard at this meeting. Written comments for inclusion in the Planning Commission packet shall be delivered no later than February 20th. Written comments may be submitted until 6:00pm on the day of the public hearing, and shall be provided to the Planning Commission at the meeting. Please direct questions or written comment to the Planning Commission Secretary: planner@northstpaul.org or (651) 747-2595.

PUBLISH: February 16th, 2020



City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109
Phone (651) 747-2407
www.northstpaul.org

ZONING & LAND USE APPLICATION

Escrow:
\$1,000 min.
(code 1.2044)

Application Fee:
\$500.00
(code 1.3290)

APPLICATION FOR SITE/BUILDING PLAN APPROVAL

The site/building plan approval process must be scheduled through the Community Development Planning and Zoning Department. The lead-time for submittals shown on this application is necessary to allow City staff and consultants time to review and comment on documents provided. Additional lead-time will be required if the City determines that the potential impacts require more detailed study, or if review by other agencies is required. Incomplete application submittals will not be forwarded to the appropriate Commission or Council until all required information has been provided.

APPLICANT INFORMATION

Applicant Name: Jim Adams
Company, if applicable: IP4 AF St. Paul, LLC
Address: 9000 Keystone Xing, Suite 660
City, State, Zip: Indianapolis, Indiana, 46240
Phone Number: 317-733-6400
Email: jadams@filcoltd.com

Owner Name: City of North Saint Paul
Company, if applicable:
Address: 2400 Margaret Street
City, State, Zip: North Saint Paul MN 55109
Phone Number: 651-757-2407
Email: Scott.Duddeck@northstpaul.org

Are you the owner of the property? ☐ YES ☒ NO
(If no, you must supply property owner information)

PROPERTY INFORMATION

Street Location of Property (Address): 2300 McKnight Rd N, North Saint Paul MN 55109
Parcel Identification Number (PID) (see Ramsey County website): 122922320015
Legal Description of Property: Lot 1 Block 1 of ANCHOR BLOCK COMMONS
Present Zoning of Property (see City website): Industrial, Vacant Land
Size of Property (Acreage): 2.04
Property Description: ☐ Residential ☐ Commercial ☒ Industrial ☐ Institutional

PROPOSAL INFORMATION

Required for:

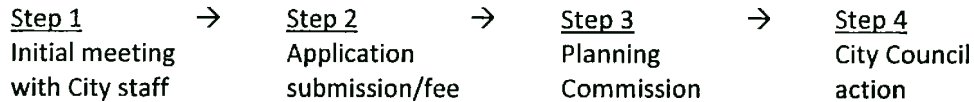
- ☐ Expansions of 1,000 square feet or more of commercial, industrial, institutional, and multi-family development projects.
☐ New commercial, industrial, institutional, and multi-family development projects.

On a separate sheet of paper, please answer the following questions in full detail:

1. Provide a project description.
2. Is the proposal consistent with the general purposes and intent of the Comprehensive Plan?
3. Will the proposal adversely affect the health, safety, or general welfare of the City?
4. Is the proposal compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the City?
5. Is the proposal or appearance of the proposal compatible with adjacent properties?
6. Can the proposal be adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and storm water disposal systems?
7. Will the proposal create an excessive burden on existing parks, schools, and other public facilities which serve or are proposed to serve the area?
8. Is the proposal sufficiently compatible or separated by distance or screening from adjacent residentially zoned land?
9. Is the proposal in harmony with the general purposes and intent of zoning codes and the zoning district in which the applicant intends to locate the proposal?
10. If applicable, is the proposal consistent with officially adopted City plans and overlays?

LAND USE PROCESS

Review Process



	MONTH:					MONTH:				
App Submittal										
Design Review										
EAC										
Parks & Rec										
Planning Commission										
City Council										
WEEKS:	1	2	3	4	5	1	2	3	4	5

Regular Scheduled City Meetings:

PLANNING COMMISSION

1st Thursday of the month (6:15 p.m.)

DESIGN REVIEW COMMISSION

4th Thursday of the month (5:00 p.m.)

ENVIRONMENTAL ADVISORY COMMISSION

4th Monday of the month (6:00 p.m.)

PARKS & RECREATION COMMISSION

4TH Wednesday of the month (6:30 p.m.)

ECONOMIC DEVELOPMENT AUTHORITY

2ND Tuesday of every odd month (4:00 p.m.)

CITY COUNCIL

1st and 3rd Tuesday of the month (6:30 p.m.)

APPLICATION SUBMITTALS

Required

Completed

AFP	_____	Completed Application.
AFP	_____	Application Fee \$500.00. Escrow \$1,000.00 minimum.
AFP/CME	_____	Certificate of Survey. Please see Zoning Code, Table 2 Submittal Requirements.
CSG	_____	Site Plan. Please see Zoning Code, Table 2 Submittal Requirements.
CSG	_____	Parking and Circulation Plan. Please see Zoning Code, Table 2 Submittal Requirements.
CSG	_____	Grading/Storm Water Management Plan.
CSG	_____	Sanitary Sewer and Water Plan with estimated use per day.
AFP/CITY	_____	Soil Type and Soil Limitations. Please see Zoning Code, Table 2 Submittal Requirements.
CSG	_____	Landscaping Plan. Please see Zoning Code, Table 2 Submittal Requirements.
AFP	_____	Lighting Plan. Please see Zoning Code, Table 2 Submittal Requirements.
MH	_____	Architectural Detail Drawings. Please see Zoning Code, Table 2 Submittal Requirements.
MH	_____	Typical floor plan and room plan drawn to scale with a summary of square footage for each use or activity.
MH	_____	Sign Plan including the type, location, and size of all proposed signage.
MH	_____	Vicinity map showing the property in relation to nearby highways or major street intersections.
AFP	_____	Type of business or activity and proposed number of employees.
AFP	_____	Proof of ownership of the property.
CSG	_____	Map or plat showing the lands proposed to be changed and all lands within at least 350 feet of the boundaries of the property.
AFP	_____	Names and addresses of the owners of the lands within 350 feet as appear on the records of the County Auditor of Ramsey County.
	_____	Other submittals as required by specific zoning district.
	_____	Any additional data requested by the city: _____

NOTE TO APPLICANT

All completed application and accompanying materials are due 30 days prior to the scheduled Planning Commission meeting (if applicable). The purpose of this submittal requirement is to allow for:

1. Plan distribution to the City staff, consultants, and applicable government entities.
2. Project review time and generation of staff reports.
3. Project meetings between City staff and applicants.
4. Meeting materials preparation and distribution.

The North St. Paul City Codes guide and enable development activities within the City by ensuring proper and well-coordinated projects. The land use application is the mechanism that allows the City to examine proposed land uses to ensure compatibility with the City Codes, design and development standards, and the surrounding land uses and natural environments. The review is intended to ensure positive growth for the community. All applications are reviewed individually and are evaluated based on their own merit. Each land use request has an associated checklist of required items. Applicants are encouraged to participate in an initial meeting with City staff prior to submitting a formal land use application. The initial meeting is an opportunity to informally discuss the conceptual idea of the proposed project in an effort to reduce delays. Participation in the initial meeting does not provide approval, or guarantee approval of the project. The City shall not accept plans, drawings, or other information related to the project except upon submittal of a formal application. The City reserves the right to reject an incomplete application.

APPLICATION FEE STATEMENT

There may be additional expenses pertaining to project review that is the responsibility of the applicant. All applicable fees must be paid when submitting land use applications and accompanying materials. All fees, which are set annually by City Ordinance, help cover costs incurred by the City to review the application. The City of North St. Paul often uses consulting firms to assist in the review of projects. Please refer to the City's Fee Schedule for information on planning review fees and other applicable costs.

REVIEW REQUIREMENTS

Minnesota State Statute 15.99 requires local governments to review an application within 15 business days of submission to determine if an application is complete and/or if additional information is required to complete the review. Once complete, a formal 60-day review period begins. The City has the ability to extend the review period for an additional 60 days, if necessary, due to insufficient information or scheduling difficulties. Please review the corresponding checklist that goes with the request. All applications must be received by the deadline(s) attached hereto. Failure to submit by the date given may result in a delay of the review by the Planning Commission and City Council.

ACKNOWLEDGEMENT

I certify that all information submitted is true and correct and I fully understand that all information and a complete application must be submitted at least 30 days prior to a Planning Commission meeting to ensure review by the Planning commission on that date. By signing this form, I hereby acknowledge the receipt of the checklist and procedure for the project to be submitted for consideration. It is my responsibility to check all applicable ordinances pertaining to the application, comply with all ordinance requirements, and submit all required materials. All permit requests should be submitted in a timely manner so as not to cause project delays.

Applicant signature: AND A. Adams - V.P.

Date: 1/31/2020

Owner Signature: _____

Date: _____

PROPOSED MEETING DATES:

Design Review Commission: _____ Planning Commission _____ Parks & Rec Commission _____
Environmental Advisory Commission _____ City Council _____

FOR OFFICE USE ONLY

Date submitted: _____ Date complete: _____ If incomplete, date letter sent to applicant: _____
Date of public hearing: _____ Publication date: _____ Date notice sent to adjoining properties: _____
Amount fee paid: _____ Date fee paid: _____ Receipt #: _____ File #: _____

Planning Commission action: _____ Recommend approval: _____ Recommend denial: _____
Date applicant/property owner notified of Planning Commission action: _____

City Council action: _____ Recommend approval: _____ Recommend denial: _____
Date applicant/property owner notified of City Council action: _____

Date filed with Ramsey County Recorder office: _____



City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109
Phone (651) 747-2407
www.northstpaul.org

ZONING & LAND USE APPLICATION

Escrow:	Application Fee:
Residential \$500 min.	Residential \$250.00
Non-Res. \$1000 min.	Non-Res \$500
(code 1.2044)	(code 1.3290)

APPLICATION FOR VARIANCE

The variance process must be scheduled through the Community Development Planning and Zoning Department. The lead-time for submittals shown on this application is necessary to allow City staff and consultants time to review and comment on documents provided. Additional lead-time will be required if the City determines that the potential impacts require more detailed study, or if review by other agencies is required. Incomplete application submittals will not be forwarded to the appropriate Commission or Council until all required information has been provided.

APPLICANT INFORMATION

Applicant Name: Jim Adams
Company (if applicable): IP4 AF St. Paul, LLC
Address: 9000 Keystone Xing, Suite 660
City, State, Zip: Indianapolis, IN, 46240
Phone Number: 317-733-6400
Email: JAdams@flico1td.com
Are you the owner of the property? YES ☒ NO
(If no, you must supply property owner information)

Owner Name: City of North Saint Paul
Company (if applicable):
Address: 2400 Margaret Street
City, State, Zip: North Saint Paul MN 55109
Phone Number: 651-757-2407
Email: Scott.Duddeck@northstpaul.org

PROPERTY INFORMATION

Street location of property (address): 2300 McKnight Rd N, North Saint Paul MN 55109
Parcel Identification Number (PID) (see Ramsey County website): 122922320015
Legal description of property: Lot 1 Block 1 of Anchor Block Commons
Present zoning of property (see City website): Industrial, Vacant Land
Size of property (acreage): 2.04
Title information: Abstract Torrens
Property Description: Residential Commercial ☒ Industrial Institutional

PROPOSAL INFORMATION

The request(s) which we desire for our property is/are in conflict with the following section(s) of the City of North St. Paul Zoning Code (reference Zoning Code, see City website): _____

Proposed non-conformance(s): _____

On a separate sheet of paper, please answer the following questions in full detail:

1. Provide a project description.
2. Is the variance in harmony and consistent with the general purposes and intent of the Comprehensive Plan and Chapter 154?
3. Will the variance adversely affect the health, safety, or general welfare of the City?
4. Is the variance necessary due to special conditions applying to the structures or land in question that are particular to the property and do not apply generally to other land or structures in the district or vicinity in which the land is located?
5. Is the variance requested, the minimum variance necessary to alleviate the practical difficulty? Practical Difficulties are caused from the strict application of the Zoning Code as outlined below:
 - The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Code.
 - The plight of the landowner is due to circumstances unique to the property not created by the landowner.
 - The variance, if granted, will not alter the essential character of the locality.
 - Economic considerations alone do not constitute practical difficulties.
 - The variance is consistent with officially adopted City plans and overlays.

NOTE TO APPLICANT

All completed application and accompanying materials are due 30 days prior to the scheduled Planning Commission meeting (if applicable). The purpose of this submittal requirement is to allow for:

1. Plan distribution to the City staff, consultants, and applicable government entities.
2. Project review time and generation of staff reports.
3. Project meetings between City staff and applicants.
4. Meeting materials preparation and distribution.

The North St. Paul City Codes guide and enable development activities within the City by ensuring proper and well-coordinated projects. The land use application is the mechanism that allows the City to examine proposed land uses to ensure compatibility with the City Codes, design and development standards, and the surrounding land uses and natural environments. The review is intended to ensure positive growth for the community. All applications are reviewed individually and are evaluated based on their own merit. Each land use request has an associated checklist of required items. Applicants are encouraged to participate in an initial meeting with City staff prior to submitting a formal land use application. The initial meeting is an opportunity to informally discuss the conceptual idea of the proposed project in an effort to reduce delays. Participation in the initial meeting does not provide approval, or guarantee approval of the project. The City shall not accept plans, drawings, or other information related to the project except upon submittal of a formal application. The City reserves the right to reject an incomplete application.

APPLICATION FEE STATEMENT

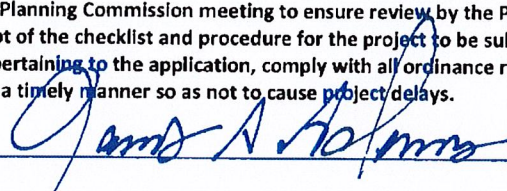
There may be additional expenses pertaining to project review that is the responsibility of the applicant. All applicable fees must be paid when submitting land use applications and accompanying materials. All fees, which are set annually by City Ordinance, help cover costs incurred by the City to review the application. The City of North St. Paul often uses consulting firms to assist in the review of projects. Please refer to the City's Fee Schedule for information on planning review fees and other applicable costs.

REVIEW REQUIREMENTS

Minnesota State Statute 15.99 requires local governments to review an application within 15 business days of submission to determine if an application is complete and/or if additional information is required to complete the review. Once complete, a formal 60-day review period begins. The City has the ability to extend the review period for an additional 60 days, if necessary, due to insufficient information or scheduling difficulties. Please review the corresponding checklist that goes with the request. All applications must be received by the deadline(s) attached hereto. Failure to submit by the date given may result in a delay of the review by the Planning Commission and City Council.

ACKNOWLEDGEMENT

I certify that all information submitted is true and correct and I fully understand that all information and a complete application must be submitted at least 30 days prior to a Planning Commission meeting to ensure review by the Planning commission on that date. By signing this form, I hereby acknowledge the receipt of the checklist and procedure for the project to be submitted for consideration. It is my responsibility to check all applicable ordinances pertaining to the application, comply with all ordinance requirements, and submit all required materials. All permit requests should be submitted in a timely manner so as not to cause project delays.

Applicant signature: 

Date: 2/18/20

Owner Signature: _____

Date: _____

PROPOSED MEETING DATES:

Design Review Commission: _____ Planning Commission _____ Parks & Rec Commission _____
Environmental Advisory Commission _____ City Council _____

FOR OFFICE USE ONLY

Date submitted: 2/18/20

Date complete: _____

If incomplete, date letter sent to applicant: _____

Date of public hearing: _____

Publication date: _____

Date notice sent to adjoining properties: _____

Amount fee paid: \$1500

Date fee paid: 2/18/20

Receipt #: _____ File #: _____

Planning Commission action: _____ Recommend approval: _____

1097992
Recommend denial: _____

Date applicant/property owner notified of Planning Commission action: _____

City Council action: _____ Recommend approval: _____

Recommend denial: _____

Date applicant/property owner notified of City Council action: _____

Date filed with Ramsey County Recorder office: _____

IP4 AF St. Paul, LLC

Proposal Information: 2300 McKnight Road North

1. Provide a project description.

IP4 AF St. Paul, LLC is proposing the development of the 2.04 acre parcel at 2300 McKnight Road North, North Saint Paul, Minnesota. IP4 AF St. Paul, LLC is seeking Site/Building Plan Approval for the development of a class A, fully climate controlled self-storage facility to serve the residents and businesses of North Saint Paul. A variance is also requested to allow more than 60% of the Supplemental Regulation that limits a Warehousing/Storage use to no more than 60% of a principal building in the MU-3 District.

The proposed facility will consist of a 3-story structure with a total building area of 101,400 gross square feet, that will yield roughly 74,000 rentable square feet of storage space. The structure will include an office area of approximately 1,000 SF on the south west corner of the building. The building is expected to house upwards of 700 storage units that will be accessible via a fully enclosed drive-thru tunnel on the west side of the building and by a secondary indoor loading bay also on the west side. There will be approximately 8 drive-up units on the west side of the building for customers who prefer drive-up access.

The existing site is vacant land that has had soil contamination remediated and grading performed by the City of North Saint Paul. The overall construction process is expected to run 10-12 months with the facility being fully finished and operational within this timeframe. Construction would likely start in the late spring of 2020.

We are requesting that the City approve the proposed 11 parking stalls for the project in lieu of the 25 spaces generally required by the Zoning Ordinance. In the MU-3 District, off-street parking may be reduced where it can be demonstrated that such reduction is justified due to joint use of facilities for dissimilar uses, provisions for transit facilities or other factors having impact on parking demand and capacity. Based on industry customer traffic data and anticipated demands of this particular site, the proposed parking capacity will more than satisfy parking demands at any time during operation.

To expound, self-storage facilities are a low intensity use compared to alternative commercial uses. Based on previous studies, on average 40% of self-storage tenants visit their rental unit only a few times a year, 30% visit about once a month, 15% visit twice a month, 9% once a week, and 6% visit a few times a week. We intend to have approximately 700 units in total for rent, so given the percentages above we should average 45 vehicles a day and between 3 to 4 per hour during the 15 hours that the facility is open. Of course, trips will not be so evenly dispersed and peak times for visits are expected to be greater, but not more than 7 vehicles at any one time, including employees. After a customer's first visit to their unit for initial unloading and storage, which can take an hour or longer, the length of time that customers are at the facility is generally brief, a half hour or less.

Self-storage properties encounter three types of vehicle flow. The first is employees. Most facilities utilize 2 management personnel on site and require 1 space of parking per employee. The second

contributor to vehicle flow is customers of the transactional type. These are customers who are making either their initial visit to complete a new lease agreement or their final visit to close one out. The needs of these customers are satisfied with 1 to 2 handicap parking spaces, and 2 to 4 standard parking spaces. Because the location of these parking spaces is usually kept close to the location of the on-site management office and are remote from the actual storage units, customers using these spaces are discouraged from loading and unloading storage units while occupying one of these spaces. Instead, they generally complete their office needs and then relocate their vehicles into a designated loading zone. The third contributor to vehicle flow is currently contracted customers loading and unloading actual storage spaces. These customers load and unload from vehicles that are stopped in designated areas such as loading zones, covered access, and at direct drive-up units. All their activity is completed within the footprint of the facility and/or designated loading areas.

We expect that this facility will perform in a manner typical of the industry and that 11 parking stalls and two indoor unloading areas will be more than adequate for the use.

ADDITIONAL FACTORS FOR CONSIDERATION OF SITE/BUILDING PLAN APPROVAL

2. Is the proposal consistent with the general purposes and intent of the Comprehensive Plan?

Yes, the proposal fits directly with the Comprehensive Plan set forth by the City of North Saint Paul. The project site is part of the larger “Anchor Block” site, which is guided on the Future Land Use Map as Corridor Mixed Use and is identified as an area likely to redevelop between 2020 - 2030. The Corridor Mixed-Use District is focused outside of the downtown area and provides for more flexibility in the redevelopment of existing commercial centers and the development of vacant sites. IP4 AF St. Paul, LLC is buying the land for development directly from the City in furtherance of the City’s goals for redevelopment of the Anchor Block area and the TIF District Plan for the commercial component of the Anchor Block redevelopment. The southern part of the Anchor Block site is being redeveloped with residential use, consistent with the overall mixed-use character desired for the area. This proposed self-storage facility will serve the residents and commercial businesses in the Corridor Mixed-Use District and throughout the City, promoting new and existing development in the District.

3. Will the proposal adversely affect the health, safety, or general welfare of the City?

The proposed development will not adversely affect the health, safety, or general welfare of the City. The City has remediated soil contamination on the site. A self-storage facility is a good fit for redevelopment of contaminated sites and provides a viable solution to an environmentally challenged property. A self-storage use is a low traffic generator and does not create adverse noise, odor, light, vibration or other objectionable impacts. The facility will benefit the public welfare by providing a needed service to the community. This facility will promote health and safety by affording the residents of North Saint Paul a place to declutter and organize their homes, lives, and businesses.

4. Is the proposal compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the City?

Yes, the proposed facility is compatible with the present and future land uses in the surrounding area. Warehousing/Storage is a permitted use in the MU-3 Zoning District. The site is bordered by a highway interchange to the north, a proposed convenience store to the west, a new multi-family development to the south and an existing industrial asphalt recycling use to the east. A self-storage facility will not have off-site impacts that will negatively affect surrounding uses and it will not be negatively impacted by the adjacent highway, industrial and convenience store operations. It will provide storage space for new residents of the multifamily development to the south, while also acting as a buffer for those residents from the highway and the industrial uses to the east of the subject property. Self-storage is a quiet, and low traffic use by nature. With less than 50 trips per day on average, this is an ideal use next to residential development.

The City of North Saint Paul currently does not have any self-storage space for its more than 12,000 residents. Thus, it will fulfill an important need in the City, including the new residents of the several multifamily developments planned and under construction in the City.

5. Is the proposal or appearance of the proposal compatible with adjacent properties?

Yes, the proposed facility has been designed to exceed industry standards for the type of use to provide the highest quality facility possible. The design is compatible with the commercial character of the new convenience store and the multi-family development under construction to the south. As designed, the storage facility incorporates the primary branding elements of the storage brand while softening the modern look with brick accent elements, cornice details and color and texture variation that give the building a friendlier appeal overall. Glass is used strategically to create interest and focus at the office and feature corners and to break up the long wall on the east side of the building along Third Street N. The overall color palette incorporates various light, mid and dark grey tones with dark red brick accented with metal trim elements. The scale and massing of the major features of the building are broken down by using varied window mullion patterns, introducing canopy and banding elements, and developing material transitions to create hierarchy within each façade.

6. Can the proposal be adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and storm water disposal systems?

Yes, the proposed project will be adequately supported by all services listed above. Self-storage is a low impact business with limited needs from a public services standpoint. The facility has been designed in accordance with all police and fire protection regulations. The existing utilities that are adjacent to the site exceed the capacity needed for the entire proposed facility. The proximity of the site to Highway 36 and McKnight Road is beneficial to the project. Given the low traffic generation of the use, the surrounding transportation system is more than adequate.

7. Will the proposal create an excessive burden on existing parks, schools, and other public facilities which serve or are proposed to serve the area?

No, the proposed facility will not impact parks or schools and will not create any burden on other public facilities.

8. Is the proposal sufficiently compatible or separated by distance or screening from adjacent residentially zoned land?

As discussed above, the proposed self-storage use is compatible with the residential use to the south. The facility will be located across the new proposed road through the Anchor Block site with its own self-contained parking area. The facility also acts as a screen for those residential users from the adjacent highway and industrial users to the east. Landscaping will screen the facility's parking and drive areas from the public streets.

9. Is the proposal in harmony with the general purposes and intent of zoning codes and the zoning district in which the applicant intends to locate the proposal?

The MU-3 Corridor Mixed-use District is established to encourage the development or redevelopment of mixed-use centers that combine new or existing retail development with a variety of housing, offices, studios, live-work space, civic building, employment activities, research, limited industrial and other complementary uses which combine to create a lively environment consistent with the Comprehensive Plan. The district is also intended to: i.) encourage the integration of complementary and related uses in an aesthetically attractive and functional environment; ii.) encourage building and site design that advances the City's sustainability goals; and iii.) promote desirable economic development activities.

As part of the larger Anchor Block redevelopment, the proposed self-storage facility promotes the purpose of the zoning district and the mixed-use character of the area by providing a need service to residents and businesses in the district. With contemporary design and quality materials, the facility will be an attractive addition to the corridor, as well as serving as a buffer for the residential component of the redevelopment. Self-storage is a permitted use in the MU-3 District.

10. If applicable, is the proposal consistent with officially adopted City plans and overlays?

Yes, this facility is being developed to satisfy the last piece of a TIF District that has been undertaken by the City. This facility is consistent with all plans adopted by the City to make this development a reality.

ADDITIONAL FACTORS FOR CONSIDERATION OF VARIANCE APPROVAL

1. Provide a project description.

Please see the project description above.

2. Is the variance in harmony and consistent with the general purposes and intent of the Comprehensive Plan and Chapter 154?

As discussed above, the proposed self-storage use is in harmony and consistent with the purposes and intent of the Comprehensive Plan and Zoning Ordinances. In the particular context of the site and Anchor Block redevelopment, the variance to allow a facility that almost 100% storage use is appropriate. The Anchor Block redevelopment as a whole will have a mix of uses. The proposed self-storage facility will serve the residents and commercial businesses in the Corridor Mixed Use District and throughout the City, promoting new and existing development in the District.

3. Will the variance adversely affect the health, safety, or general welfare of the City?

As discussed above, the proposed use and facility will be beneficial to the health, safety and general welfare of the City. Allowing essentially 100% storage area instead of limiting that use to 60% of the building will not create any adverse effects.

4. Is the variance necessary due to special conditions applying to the structures or land in question that are particular to the property and do not apply generally to other land or structures in the district or vicinity in which the land is located?

The Anchor Block site has been vacant for many years, due, in large part, to environmental contamination. The City has remediated soil conditions on this lot to make it suitable for development with a storage facility.

In addition to the need for soil remediation, the site is adjacent to uses that make redevelopment with active uses difficult. To the north is a busy highway and, more impactful, to the east is a large asphalt recycling and landscape supply operation. That neighboring industrial use makes the site unfavorable for mixed use, office or residential uses. The proposed storage facility will buffer other new uses in the Anchor Block redevelopment from the industrial neighbor.

5. Is the variance requested, the minimum variance necessary to alleviate the practical difficulty?

Practical Difficulties are caused from the strict application of the Zoning Code as outlined below:

- **The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Code.**
- **The plight of the landowner is due to circumstances unique to the property not created by the landowner.**
- **The variance, if granted, will not alter the essential character of the locality.**
- **Economic considerations alone do not constitute practical difficulties.**
- **The variance is consistent with officially adopted City plans and overlays.**

The requested variance is the minimum necessary because there is no need for a larger office area for the storage facility and no practical opportunity to incorporate another use into the facility. The proposed storage facility is a reasonable use of this long vacant and formerly contaminated site adjacent to the highway and across the road from an asphalt operation. These circumstances are unique to the property, were not created by the landowner or applicant, and are not solely economic considerations. The building will be an attractive addition to complete the Anchor Block redevelopment and will be in character with the overall development plan. The project is also consistent with the mixed-use guidance for the site from the City's comprehensive plan and the City's TIF District objectives.

PROJECT

CLIENT

NORTH ST. PAUL STORAGE NEW CONSTRUCTION

PROJ. NO.

19199.0ADA

DATE

02/04/2020

ANCHOR DRIVE
NORTH ST. PAUL, MN 55109

SITE PLAN REVIEW

ARCHITECTURAL

1. GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION, (AIA DOCUMENT A201, CURRENT EDITION) IN ITS ENTIRETY, ARE PART OF THESE DOCUMENTS. ADDITIONAL NOTES WITHIN THESE DOCUMENTS ARE NOT MEANT TO OVERRIDE ANY PART OF A201. CONTACT ARCHITECT FOR A COPY OF A201, IF REQUIRED.

2. THE CONTRACT DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED PROJECT. UNLESS OTHERWISE INDICATED, THEY DO NOT INDICATE THE MEANS OR METHOD OF CONSTRUCTION.

3. THE CONTRACTOR SHALL OBTAIN SUFFICIENT LIABILITY INSURANCE TO COVER WORKMAN'S COMPENSATION, GENERAL LIABILITY AND CONTRACTUAL LIABILITY. A COPY SHALL BE FILED WITH THE OWNER.

4. THE CONTRACTOR SHALL PROVIDE ALL WORK AND MATERIALS AS REQUIRED BY THE CONSTRUCTION DOCUMENTS AND IN FULL ACCORDANCE WITH ALL APPLICABLE CODES AND ORDINANCES.

5. THE CONTRACTOR WILL MAINTAIN BUILDER'S RISK INSURANCE ON THE FORM KNOWN AS "ALL RISK" OR "MULTIPLE PERIL". THE CONTRACTOR, ALL SUBCONTRACTORS, ARCHITECTS AND ENGINEERS SHALL BE INCLUDED IN EACH CAPACITY AS INSURED JOINTLY WITH THE OWNER IN ALL POLICIES.

6. THE CONTRACTOR SHALL VERIFY ALL EXISTING DIMENSIONS AND FIELD CONDITIONS PRIOR TO ANY DEMOLITION, FABRICATION, CONSTRUCTION OR INSTALLATION & NOTIFY ARCHITECT IF CONDITIONS, MATERIALS, SIZES AND DIMENSIONS ARE DIFFERENT FROM THOSE SHOWN.

7. CROSS REFERENCE ALL DIMENSIONS AND DETAILS WITH STRUCTURAL, CIVIL, MECHANICAL, AND ELECTRICAL DRAWINGS BEFORE COMMENCING ANY FABRICATION AND/OR CONSTRUCTION.

8. CONTRACTORS SHALL INSTALL ALL MANUFACTURED ITEMS, MATERIALS AND EQUIPMENT IN STRICT ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED SPECIFICATIONS, EXCEPT WHERE THE SPECIFICATIONS HEREIN, ARE MORE STRINGENT, AND SHALL BE COMPLIED WITH.

9. MATERIALS WHICH ARE SHOWN ON THE DRAWINGS AND WHICH MAY NOT BE SPECIFICALLY DESCRIBED IN THE SPECIFICATIONS OR DRAWINGS, SHALL BE FURNISHED BY THE CONTRACTOR AND SHALL BE SUITABLE FOR THE INTENDED USE. MATERIALS SHALL BE IN HARMONY WITH ADJACENT MATERIALS, AND SHALL BE SUBJECT TO REVIEW FOR CONFORMANCE WITH THE INTENT OF THE CONTRACT DOCUMENTS. WHERE INSTALLATION TECHNIQUES ARE NOT SPECIFIED, THEY SHALL BE IN ACCORDANCE WITH MANUFACTURER'S CURRENT INSTRUCTION AND INDUSTRY STANDARDS.

10. SHOP DRAWINGS PREPARED BY SUPPLIERS, SUBCONTRACTORS, ETC. SHALL BE REVIEWED, COORDINATED AND SIGNED AND STAMPED BY GENERAL CONTRACTOR PRIOR TO SUBMITTING TO THE ARCHITECT/ENGINEER.

11. THE CONTRACTOR SHALL SECURE ALL NECESSARY PERMITS, LICENSES AND CERTIFICATES AND PAY ALL FEES CONNECTED THEREWITH THE ABOVE REFERENCED PROJECT.

12. THE CONTRACTOR SHALL BE RESPONSIBLE TO PREPARE ALL SURFACES FOR PROPER INSTALLATION OF FINISHES. THIS IS TO INCLUDE, BUT IS NOT LIMITED TO: PATCHING, SANDING, FLOOR LEVELING, PRIMING, SEALING, SKIM COATING, ETC.

13. THE CONTRACTOR SHALL AT ALL TIMES KEEP THE PREMISES FREE FROM WASTE MATERIAL OR RUBBISH CAUSED BY THE WORK.

14. THE CONTRACTOR SHALL MINIMIZE ANY DAMAGE TO EXISTING CONSTRUCTION AND AREAS ON THE SITE OUTSIDE OF THE CONSTRUCTION LIMITS. CONTRACTOR TO CONSTRUCT TEMPORARY WALLS AND BARRIERS AS REQUIRED TO CONTAIN DUST AND DEBRIS AND TO PROVIDE SAFE PUBLIC ACCESS AND PASSAGE.

15. THE GENERAL CONTRACTOR SHALL LOCATE ALL NEW MECHANICAL UNITS OR RELOCATE ANY EXISTING UNITS OR ITEMS THAT CONFLICT WITH NEW OR EXISTING FRAMING AND FULL HEIGHT WALLS. THIS INCLUDES ACCESS FOR ALL CONTROLS, FILTERS, ETC. THIS WORK MUST BE COORDINATED AND VERIFIED PRIOR TO BIDDING.

16. THE GENERAL CONTRACTOR SHALL COORDINATE AND VERIFY WITH THE RESPECTIVE TRADES THE SIZES AND LOCATIONS OF MECHANICAL AND/OR ELECTRICAL PENETRATIONS, LOCATIONS OF FIRE TREATED BACKING/BLOCKING REQUIRED FOR MOUNTING ELECTRICAL AND/OR MECHANICAL EQUIPMENT, AS WELL AS CUTTING AND PATCHING FOR WORK REQUIRED BY MECHANICAL/ELECTRICAL.

17. WHEN WORK IS COMPLETED IN AN AREA, THOROUGHLY CLEAN THE SPACES, ITEMS & SURFACES OF SOIL, WASTE MATERIAL, SMUDGES, SPATTERS, MISAPPLIED MATERIAL, SPOTS, STAINS, AND THE LIKE, WITHOUT DAMAGING THE MATERIALS AND SURFACES INVOLVED.

18. PROVIDE SEMI RECESSED FIRE EXTINGUISHERS AS REQUIRED BY APPLICABLE CODES AND ORDINANCES UNLESS NOTED OTHERWISE.

19. ALL DOORS, FRAMES, HARDWARE, LIGHTING AND CEILING MATERIALS ARE TO FOLLOW BUILDING STANDARDS UNLESS OTHERWISE NOTED.

20. PROVIDE FIRE TREATED BLOCKING IN WALLS AS REQUIRED FOR INSTALLATION OF MILLWORK, FURNITURE AND ACCESSORIES.

21. THE GENERAL CONTRACTOR IS TO VERIFY BUILDING STANDARDS WITH BUILDING MANAGER. ALL HARDWARE SETS AND KEYING TO BE COORDINATED WITH BUILDING MANAGERS.

22. ALL INTERIOR GLASS MUST COMPLY W/ APPLICABLE CODES FOR DESIGN LOADS & SAFETY GLAZING.

23. ALL MATERIALS USED IN PLENUM AREAS MUST BE NON-COMBUSTIBLE AND / OR LISTED FOR PLENUM USE AS DEFINED BY THE STATE & LOCAL CODES. IT WILL BE THE CONTRACTORS RESPONSIBILITY TO ADHERE TO THESE REQUIREMENTS.

24. THE GENERAL CONTRACTOR WILL BE RESPONSIBLE TO FIRE CAULK ALL NEW AND EXISTING PENETRATIONS WITHIN WALL PARTITIONS, ABOVE THE CEILING, AS INDICATED BY THE APPLICABLE CODES.

25. DEFERRED SUBMITTALS: DOCUMENTS FOR DEFERRED SUBMITTAL ITEMS SHALL BE SUBMITTED TO THE ARCHITECT OF RECORD AND WILL BE REVIEWED FOR GENERAL CONFORMANCE WITH THE DESIGN OF THE BUILDING. SUBMITTALS FOUND TO BE IN CONFORMANCE WITH THE AUTHORITY HAVING JURISDICTION IN KEEPING WITH MN CODE SECTION 1300.013 SUBSECTION 9B. SUBMITTALS NOT FOUND IN CONFORMANCE WITH THE DESIGN INTENT WILL BE RETURNED TO THE CONTRACTOR FOR REVISION AND RESUBMITTAL. REVISED DOCUMENTATION WILL BE REVIEWED BY THE ARCHITECT OF RECORD PRIOR TO ACCEPTANCE AND SUBMISSION TO THE AUTHORITY HAVING JURISDICTION.

DEFERRED SUBMITTALS INCLUDE THE FOLLOWING:
A. FIRE SUPPRESSION DRAWINGS (PREPARED BY DESIGN-BUILD CONTRACTOR)
B. STRUCTURAL STEEL
C. STEEL DECKING
D. MISCELLANEOUS METALS STEEL STAIRS AND LANDINGS

FINISHES

1. THE CONTRACTOR SHALL PATCH AND REPAIR ANY AND ALL FLOORS, WALLS, CEILINGS, ETC. IN A WORKMANSHIP-LIKE MANNER TO MATCH THE SURROUNDING SURFACE AREAS. SURFACES OR MATERIALS DAMAGED BY DEMOLITION OR CONSTRUCTION SHALL BE REPAIRED, RESTORED AND REFINISHED TO MATCH THE EXISTING, UNLESS NOTED OR SPECIFIED OTHERWISE. IN ADDITION THOSE EXISTING SURFACES OR MATERIALS (SERVING AS A SUBSTRATE FOR NEW MATERIALS OR FINISHES) WHICH HAVE BEEN DAMAGED FROM ANY CAUSE, SHALL BE REPAIRED, RESTORED, PROPERLY PREPARED AND CLEANED TO RECEIVE THE NEW MATERIALS AND FINISH WORK. ALL NEW MATERIALS & FINISH WORK TO BE FREE FROM FLAWS & DEFECTS.

2. PATCH AND REPAIR EXISTING FLOOR SLAB AS REQUIRED FOR A SMOOTH AND LEVEL SURFACE FREE OF DEFECTS. FILL ALL CRACKS AND HOLES AND LEVEL DEPRESSIONS WITH MATERIALS COMPATIBLE WITH THE FLOOR AND SLAB AS RECOMMENDED BY THE FLOORING MANUFACTURER.

3. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR VERIFYING LEAD TIMES OF ALL MATERIALS SUCH THAT MATERIALS ARE ON SITE WHEN REQUIRED FOR INSTALLATION.

4. ALL PREPARATION, STORING, INSTALLATION AND CLEANUP OF FINISHES TO CONFORM TO MANUFACTURER'S SPECIFICATIONS.

5. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR TESTING THE CONCRETE SUBFLOOR FOR MOISTURE PRIOR TO THE FLOORING INSTALLATION. IN ADDITION, THE GENERAL CONTRACTOR IS RESPONSIBLE FOR APPROVING AND VERIFYING THAT THE TESTS HAVE BEEN PERFORMED PER ASTM STANDARDS. SHOULD THE FLOORING SUBCONTRACTOR BE ASSIGNED TO TEST THE CONCRETE SUBFLOOR, THEY WILL NEED TO PROVIDE TO THE GENERAL CONTRACTOR ALL REQUIRED INFORMATION PERTAINING TO THESE TESTS, INCLUDING BUT NOT LIMITED TO:
A. NUMBER OF TESTS
B. DIAGRAM OF TEST LOCATIONS
C. ACCLIMATION PERIOD BEFORE RESULTS ARE RECORDED
D. TEST RESULTS, AND THE AMBIENT CONDITIONS THE TESTS WERE PERFORMED IN

AFTER CONFIRMATION THAT THE TESTED CONDITIONS MEET BOTH THE REFERENCED AND MANUFACTURER'S STANDARDS, THE SUBCONTRACTOR MAY PROCEED WITH THE INSTALLATION OF THE FLOORING PER MANUFACTURER'S SPECIFICATIONS.

CERTIFICATION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.


TODD MOHAGEN, AIA, NCARB

REGISTRATION NUMBER: 18074

CLIENT APPROVAL

AS A REPRESENTATIVE OF:

I ACCEPT AND APPROVE THE INFORMATION PRESENTED IN THIS DRAWING SET AS A REPRESENTATION OF OUR DESIGN INTENT. SHOULD OWNER INITIATE CHANGES THAT RESULT IN REVISIONS AND/OR MODIFICATIONS ADDITIONAL DESIGN SERVICE FEES WILL BE CHANGED.

TITLE:

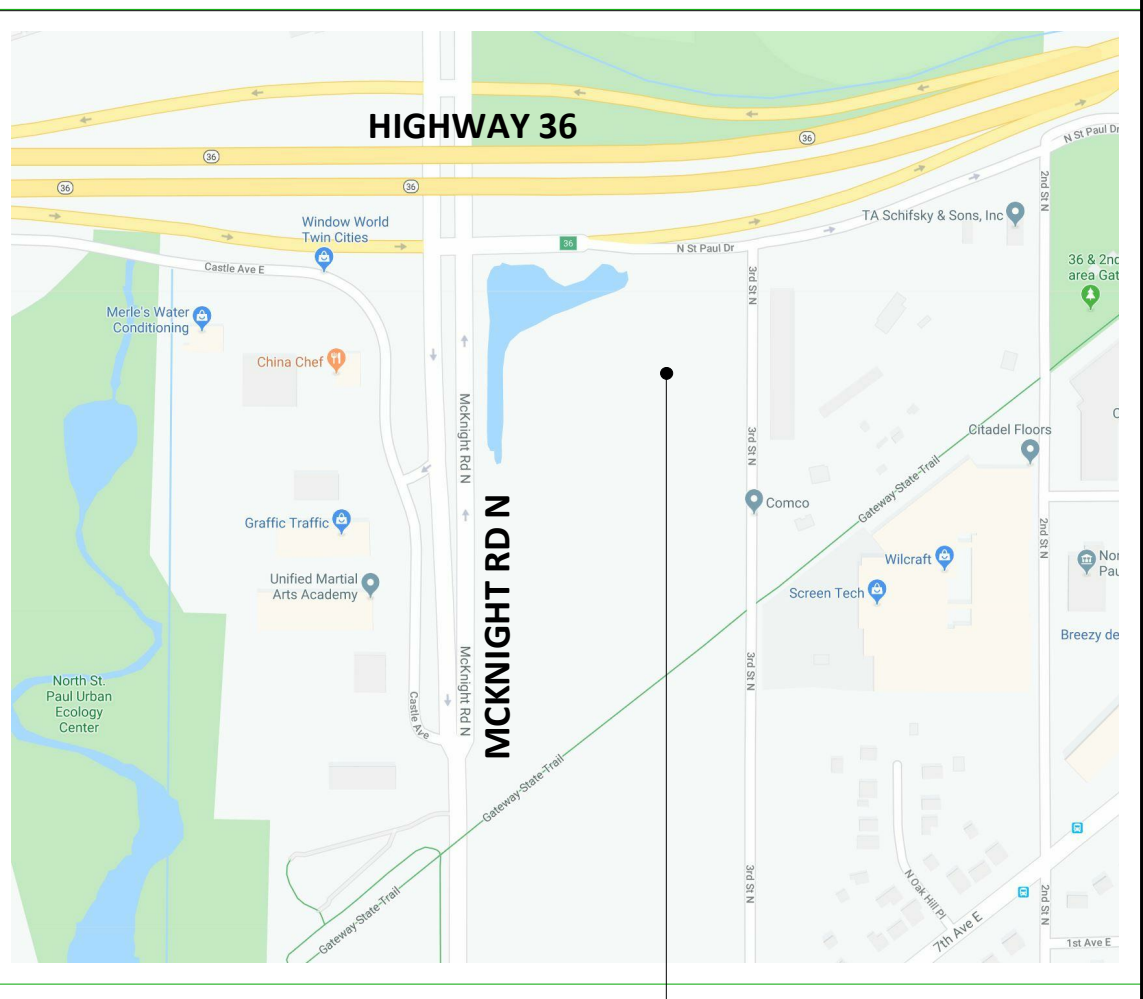
APPLICABLE CODES

STATE BUILDING CODE (MSBC)	2015
INTERNATIONAL BUILDING CODE (IBC)	2012
AMENDMENTS IN MSBC: CHAPTER 1300	2015
AMENDMENTS IN MSBC: CHAPTER 1341	2015
AMENDMENTS IN MSBC: CHAPTER 1307	2015
INTERNATIONAL FIRE CODE (IFC)	2012
INTERNATIONAL MECHANICAL AND FUEL GAS CODE	2012
AMENDMENTS IN MSBC: CHAPTER 1346	2015
MN PLUMBING CODE	2015
MN ENERGY CODE	2015
ASHRAE 90.1-2010 CRITERIA	
NATIONAL ELECTRICAL CODE	2017
MN STATE FIRE CODE	2015

OCCUPANCY REQUIREMENTS

FIRE SPRINKLER PROTECTION:	FULLY SPRINKLED
TYPE OF CONSTRUCTION:	IIB
BUILDING OCCUPANCY:	S-1, B
FIRE RESISTIVE CONSTRUCTION:	
CONSTRUCTION REQUIREMENTS:	
EXTERIOR BEARING WALLS	0
INTERIOR BEARING WALLS	0
EXTERIOR NON-BEARING WALLS	0
STRUCTURAL FRAME	0
PARTITIONS- PERMANENT	0
SHAFT ENCLOSURES	0
FLOOR- CEILINGS/FLOORS	0
ROOFS- CEILING/ROOFS	0
EXTERIOR DOORS & WINDOWS	N.A.

AREA MAP



SITE LOCATION

PROJECT GENERAL NOTES

PROJECT GENERAL NOTES CONTINUED

CERTIFICATION

CLIENT APPROVAL

APPLICABLE CODES

OCCUPANCY REQUIREMENTS

AREA MAP

ARCHITECTURAL

GENERAL

CIVIL

ARCHITECTURAL

ELECTRICAL

SHEET #

SHEET DESCRIPTION

A000

SHEET COVER

C0.0

TITLE SHEET

C2.0

SITE PLAN

C3.0

GRADING PLAN

C4.0

UTILITY PLAN

C5.0

CIVIL DETAILS

C5.1

CIVIL DETAILS

C5.2

CIVIL DETAILS

L1.0

LANDSCAPE PLAN

L1.1

LANDSCAPE PLAN NOTES & DETAILS

W1.0

SWPPP - EXISTING CONDITIONS

W1.1

SWPPP - PROPOSED CONDITIONS

W1.2

SWPPP - DETAILS

W1.3

SWPPP - NARRATIVE

W1.4

SWPPP - ATTACHMENTS

W1.5

SWPPP - ATTACHMENTS

A201

FIRST LEVEL - FLOOR PLAN

A300

EXTERIOR BUILDING ELEVATIONS

A301

3D VIEWS

1 of 1

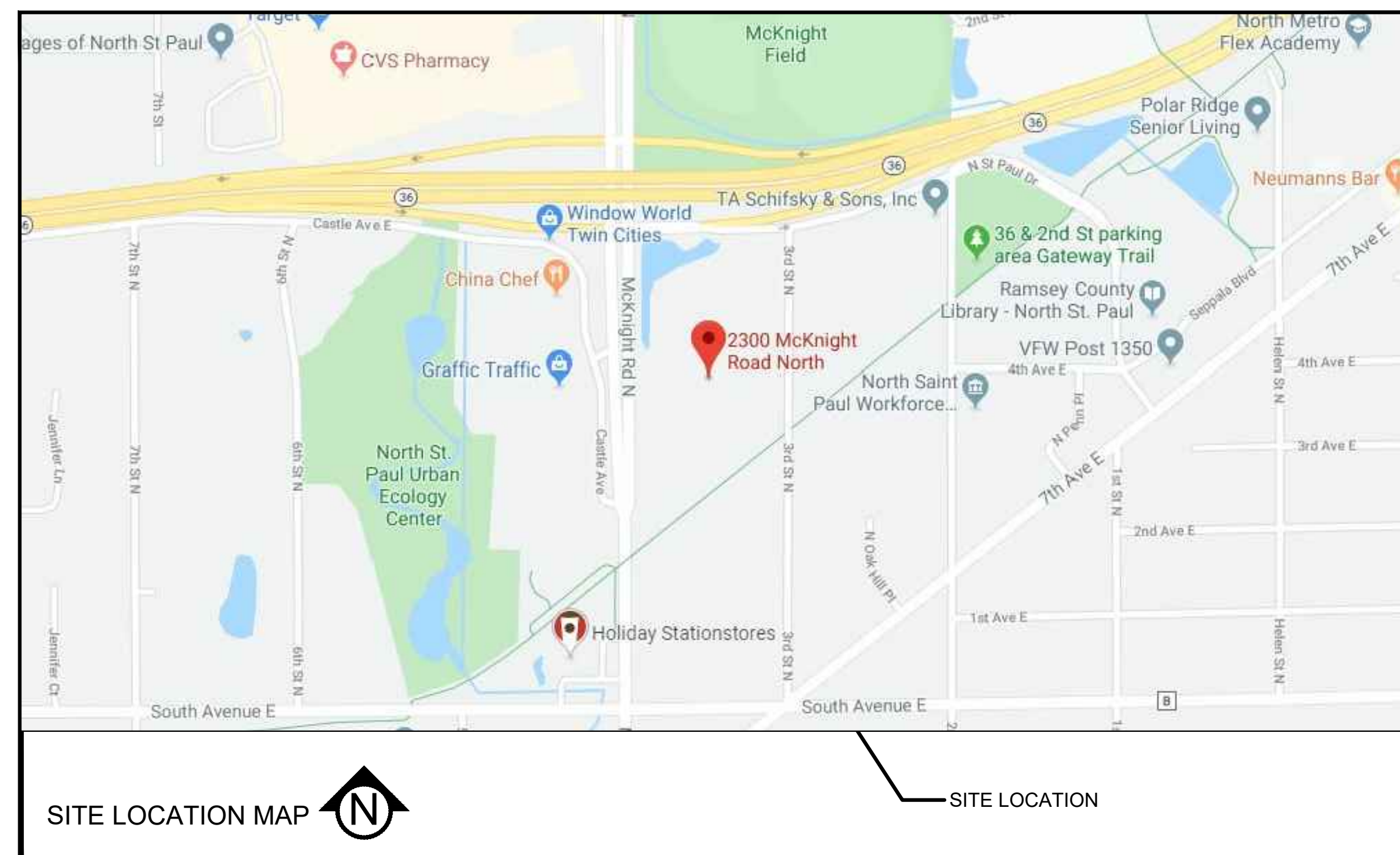
SITE PHOTOMETRY

1000 Twelve Oaks Center Drive
Suite 200, Wayzata, MN 55391
T: 952-426-7400
F: 952-426-7440

IP4 AF ST. PAUL, LLC / 19199.0ADA / SITE PLAN REVIEW / NORTH ST. PAUL STORAGE

MohagenHansen.com

NORTH ST. PAUL, MINNESOTA
ISSUED FOR: CITY SUBMITTAL



Know what's **below**.
Call before you dig.

[illegible]

PRELIMINARY:
NOT FOR
CONSTRUCTION

PROJECT

ANCHOR BLOCK COMMONS

2300 MCKNIGHT ROAD, NORTH ST PAUL, MN 55109

IP4 AF ST. PAUL, LLC

9000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION, OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY
LICENSED PROFESSIONAL ENGINEER
UNDER THE LAWS OF THE STATE OF
MINNESOTA.


Matthew R. Pavek
DATE 02/04/20 LICENSE NO. 44263

DATE	DESCRIPTION
02/04/20	CITY SUBMITTAL

DRAWN BY: JS REVIEWED BY: XX, XX
PROJECT NUMBER: 19384

[illegible]

	TITLE SHEET
--	-------------

C0.0

2300 MCKNIGHT ROAD, NORTH ST PAUL, MN 55109

IP4 AF ST. PAUL, LLC

99000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240

EX1.0

**PRELIMINARY:
NOT FOR
CONSTRUCTION**

ANCHOR BLOCK COMMONS

2300 MCKNIGHT ROAD, NORTH ST PAUL, MN 55109

IP4 AF ST. PAUL, LLC

99000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240


Matthew R. Pavak
DATE 02/04/20 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
02/04/20	CITY SUBMITTAL

A blank coordinate plane with a horizontal x-axis and a vertical y-axis intersecting at the origin. The axes are labeled with 'x' and 'y' at their respective ends. There are tick marks on both axes, but no numerical values are provided. The grid lines are thin and light gray.

A blank coordinate plane with a horizontal x-axis and a vertical y-axis intersecting at the origin. The axes are labeled with 'x' and 'y' at their respective ends.

A blank coordinate plane with a horizontal x-axis and a vertical y-axis intersecting at the origin. The axes are labeled 'x' and 'y' at their positive ends. There are no tick marks or grid lines shown.

A blank coordinate plane with a horizontal x-axis and a vertical y-axis intersecting at the origin. The axes are labeled with 'x' and 'y' at their respective ends. There are tick marks on both axes, but no numerical values are provided.

A blank coordinate plane with x and y axes and a grid. The x-axis is horizontal and the y-axis is vertical, intersecting at the origin (0,0). The grid consists of 10 units in both directions from the origin.

DRAWN BY: JS REVIEWED BY: YY YY

PROJECT NUMBER: 19384

REVISION SUMMARY

REVISION SUMMARY	
DATE	DESCRIPTION

DATE	DESCRIPTION

A blank coordinate plane with a horizontal x-axis and a vertical y-axis intersecting at the origin. The axes are labeled with 'x' and 'y' at their respective ends.

A blank coordinate plane with x and y axes. The x-axis is horizontal and the y-axis is vertical, intersecting at the origin. There are tick marks on both axes, but no numerical labels are provided. The grid lines are thin and light gray.

SITE PLAN

SITE PLAN

[illegible][illegible]

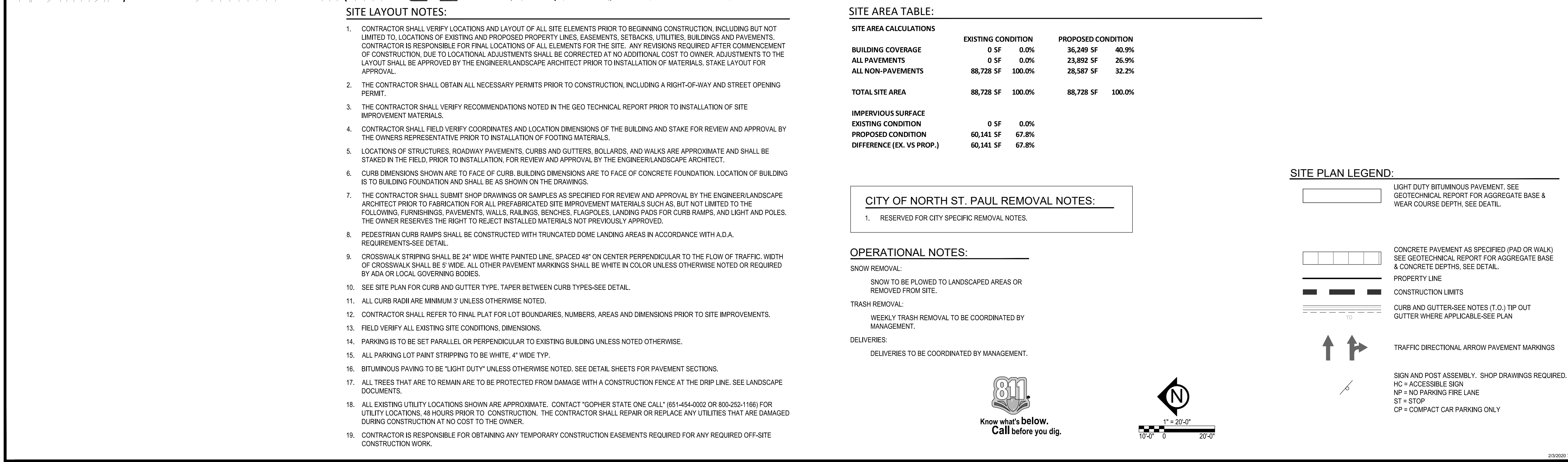
Q Q Q

020

C2.0

© 2004 Blackwell Publishing Ltd *Journal of Internal Medicine* 255: 115–122

© COPYRIGHT 2018 CIVIL SITE GROUP INC.



SITE AREA CALCULATIONS				
	EXISTING CONDITION		PROPOSED CONDITION	
BUILDING COVERAGE	0 SF	0.0%	36,249 SF	40.9%
ALL PAVEMENTS	0 SF	0.0%	23,892 SF	26.9%
ALL NON-PAVEMENTS	88,728 SF	100.0%	28,587 SF	32.2%
TOTAL SITE AREA	88,728 SF	100.0%	88,728 SF	100.0%

EXISTING CONDITION	0 SF	0.0%
PROPOSED CONDITION	60,141 SF	67.8%
DIFFERENCE (EX. VS PROP.)	60,141 SF	67.8%

1. RESERVED FOR CITY SPECIFIC REMOVAL NOTES.

SNOW REMOVAL:		SEE NOTES FOR AGGREGATE BASE & CONCRETE DEPTHS, SEE DETAIL.
SNOW TO BE PLOWED TO LANDSCAPED AREAS OR REMOVED FROM SITE.		PROPERTY LINE
TRASH REMOVAL:		CONSTRUCTION LIMITS
WEEKLY TRASH REMOVAL TO BE COORDINATED BY MANAGEMENT.		CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
DELIVERIES:		TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS
DELIVERIES TO BE COORDINATED BY MANAGEMENT.		

 LIGHT DUTY BITUMINOUS PAVEMENT. SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.

 CONCRETE PAVEMENT AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS, SEE DETAIL.

 PROPERTY LINE

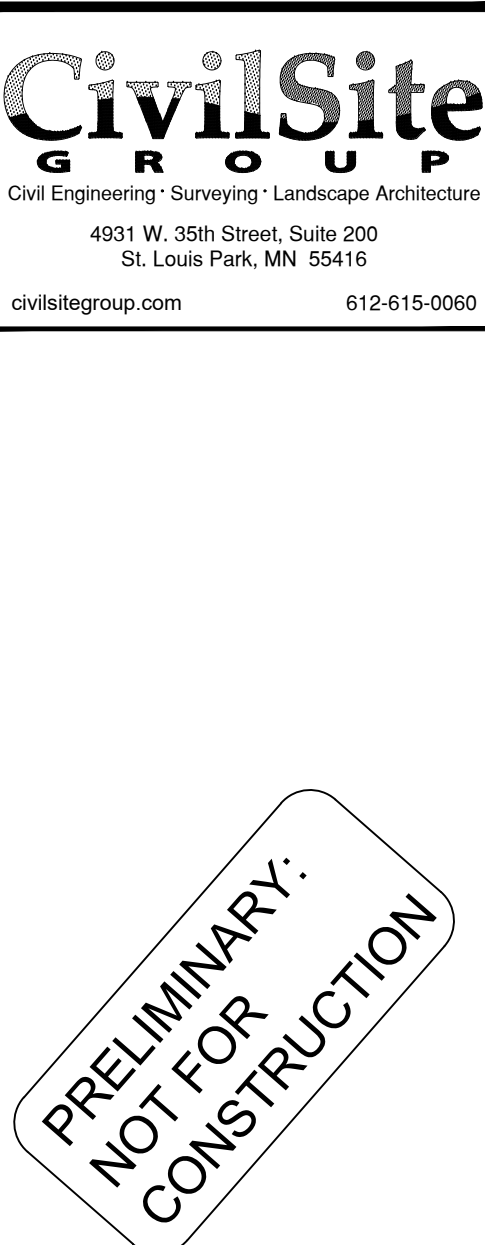
 CONSTRUCTION LIMITS

 CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN

 TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS

 SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED.

HC = ACCESSIBLE SIGN
 NP = NO PARKING FIRE LANE
 ST = STOP
 CP = COMPACT CAR PARKING ONLY



2300 MCKNIGHT ROAD, NORTH ST PAUL, MN 55109

IP4 AF ST. PAUL, LLC
9000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240


Matthew R. Pavek
DATE 02/04/20 LICENSE NO. 44263

This is a blank sheet of white paper with horizontal blue or grey ruling lines. A single vertical line runs down the left side, creating a margin. The paper appears to be from a notebook or a standard writing template.

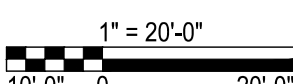
C4.0

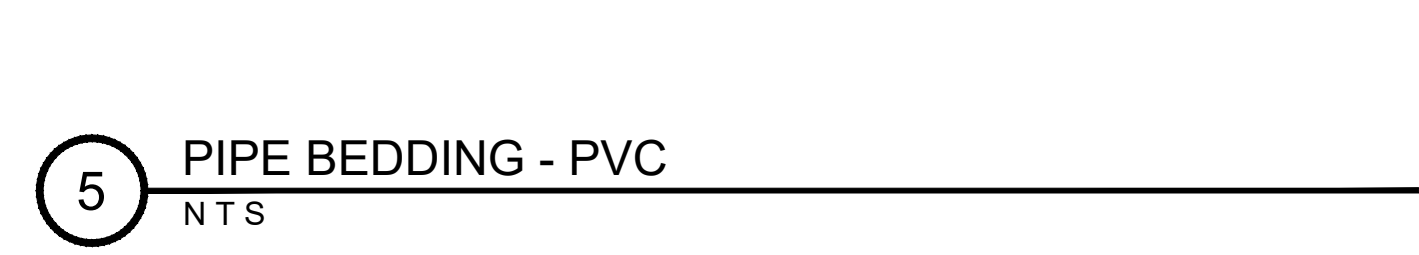
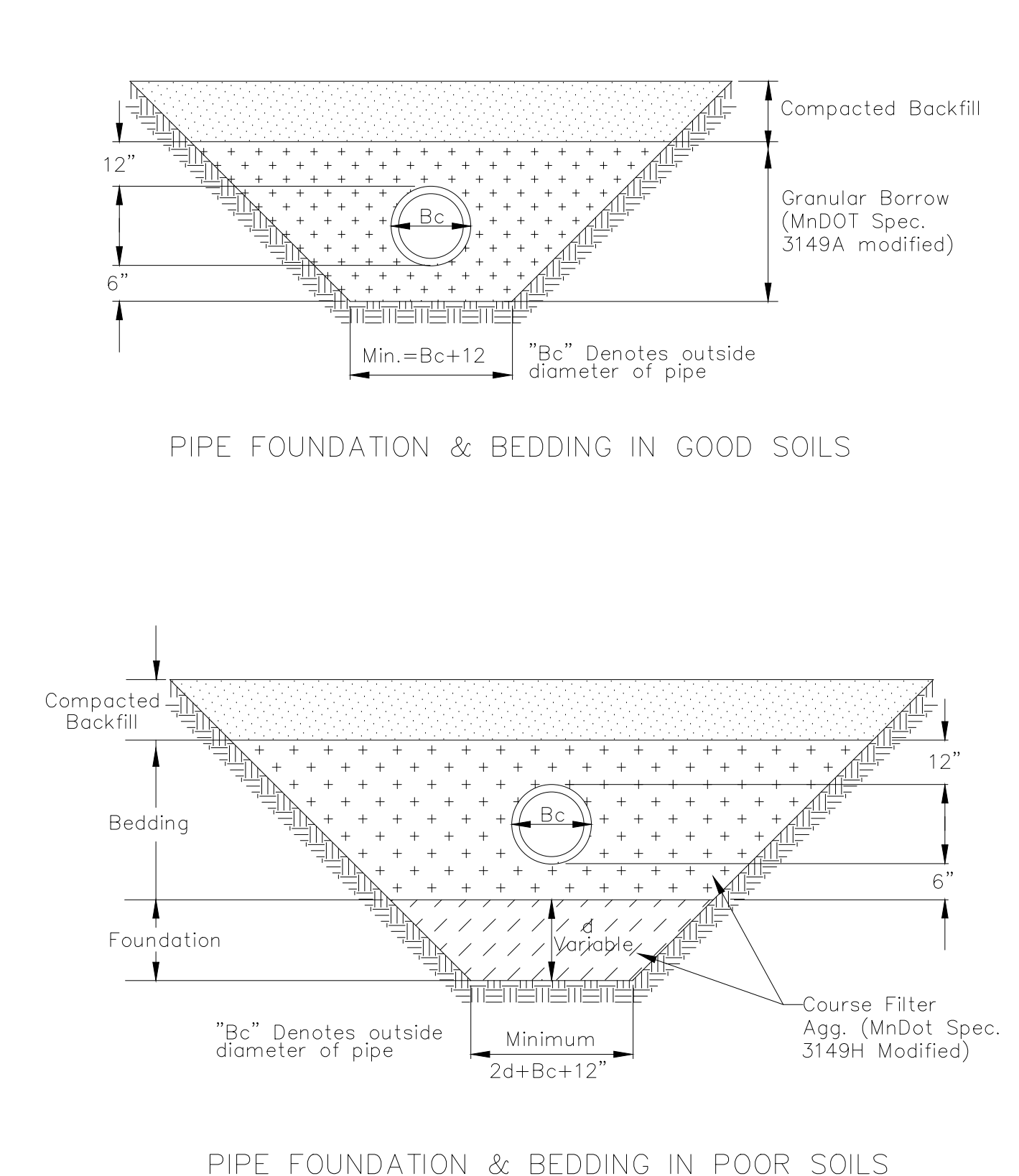
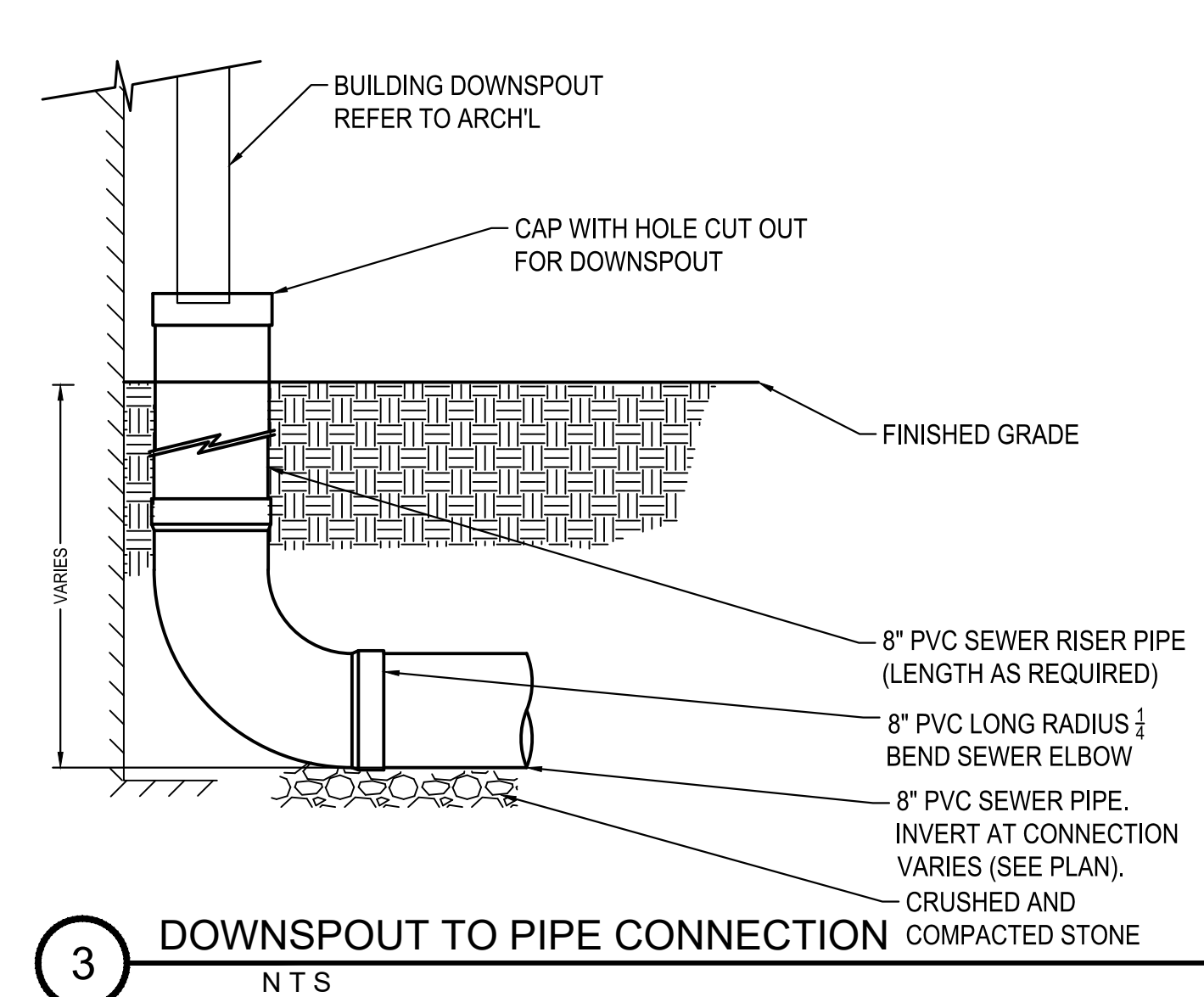
© COPYRIGHT 2018 CIVIL SITE GROUP INC.

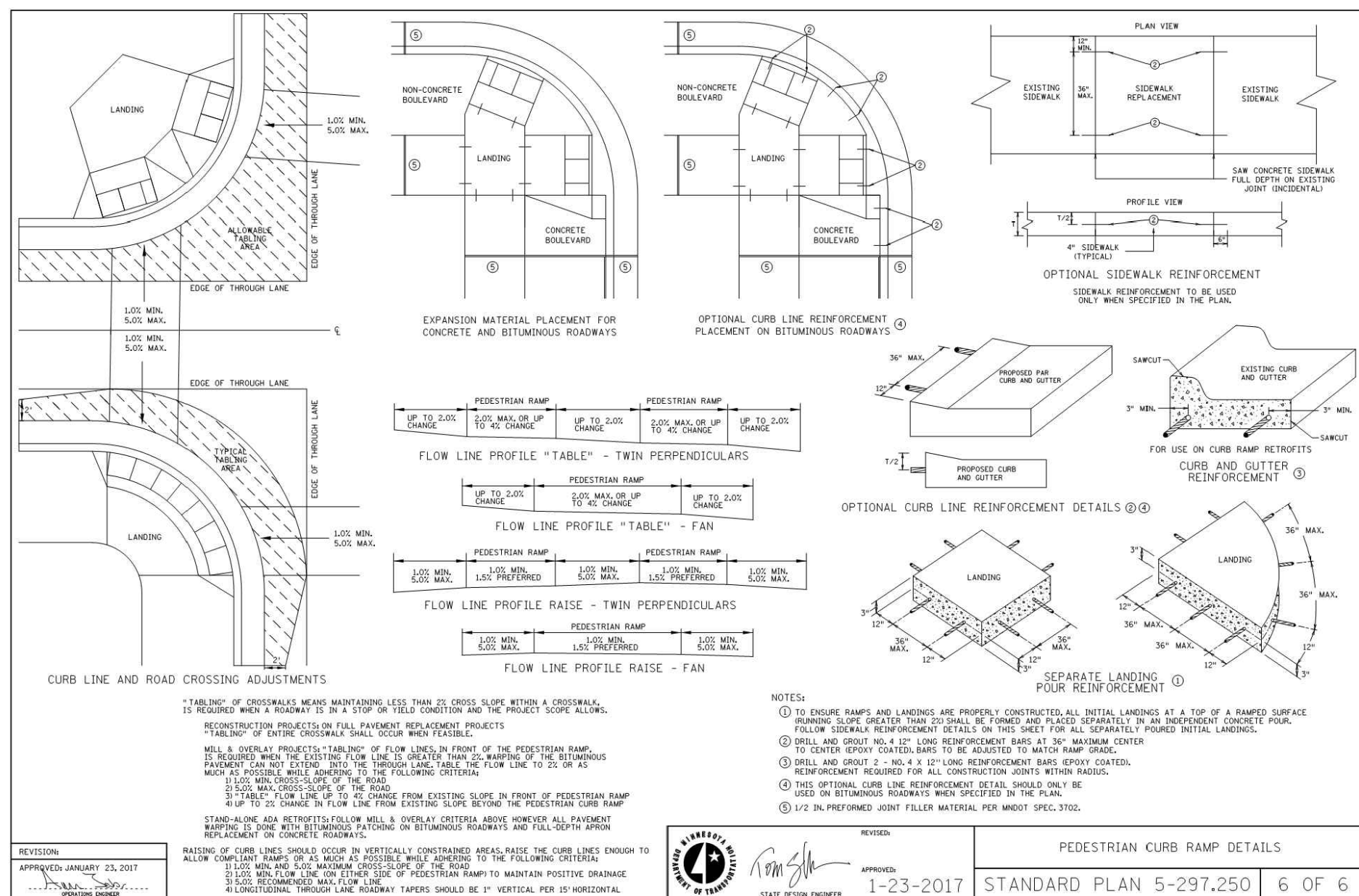
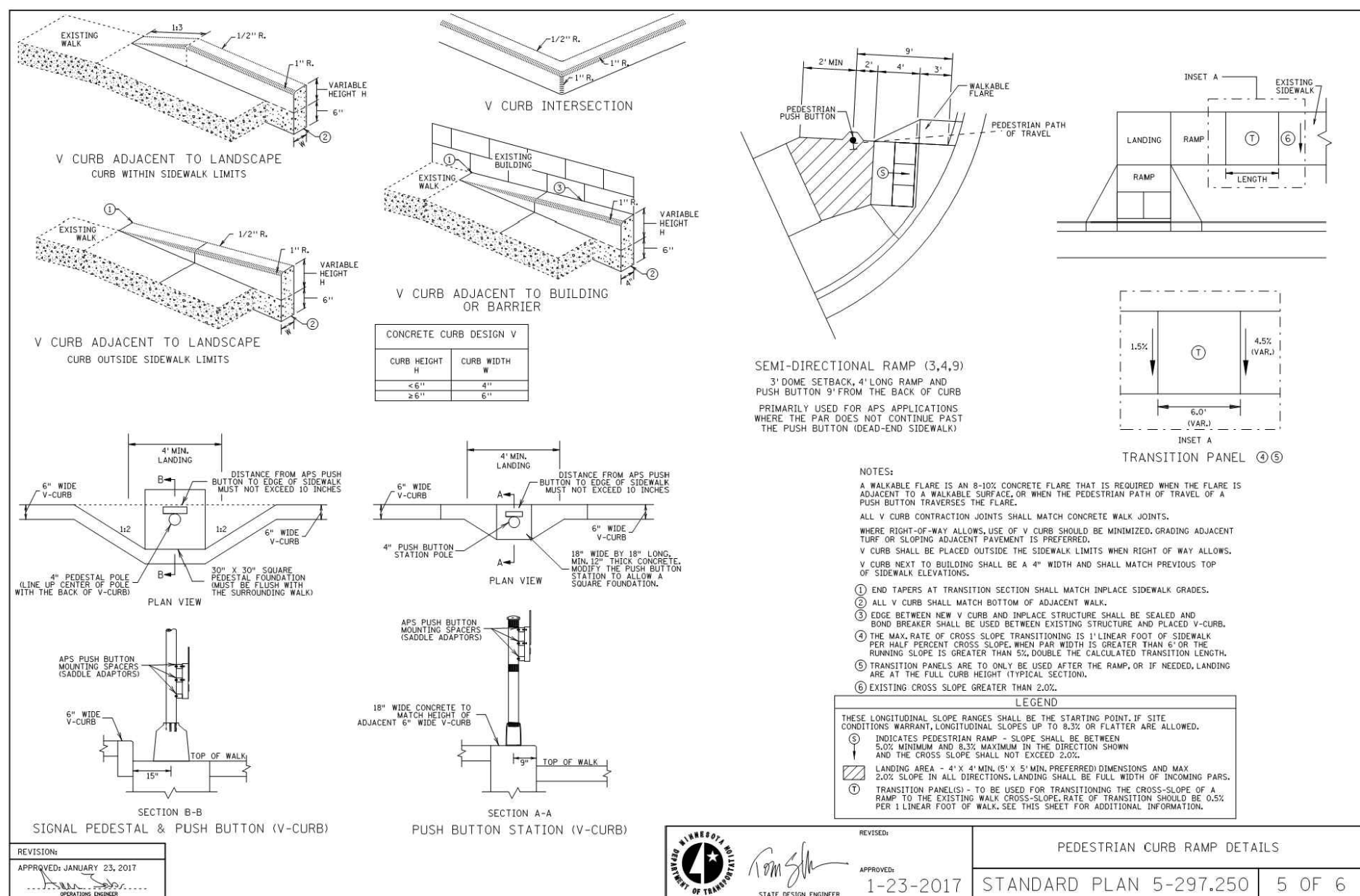
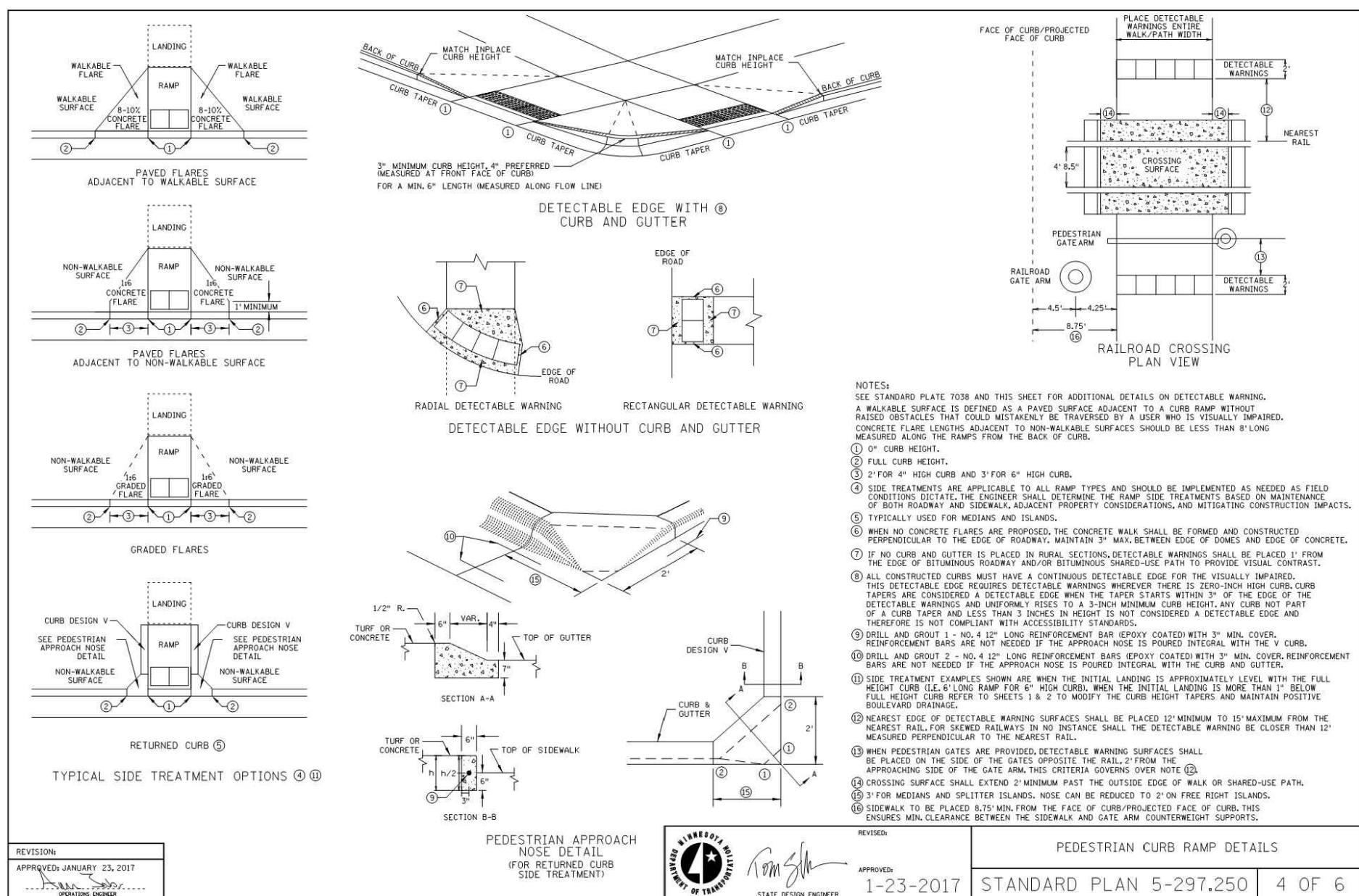
1. SEE SITE PLAN FOR HORIZONTAL DIMENSIONS AND LAYOUT.
2. CONTRACTOR SHALL FIELD VERIFY LOCATION AND ELEVATION OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF DISCREPANCIES OR VARIATIONS FROM THE PLANS.
3. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
4. UTILITY INSTALLATION SHALL CONFORM TO THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION" AND "SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM), AND SHALL CONFORM WITH THE REQUIREMENTS OF THE CITY AND THE PROJECT SPECIFICATIONS.
5. CASTINGS SHALL BE SALVAGED FROM STRUCTURE REMOVALS AND RE-USED OR PLACED AT THE DIRECTION OF THE OWNER.
6. ALL WATER PIPE SHALL BE CLASS 52 DUCTILE IRON PIPE (DIP) AWWA C151, ASME B16.4, AWWA C110, AWWA C153 UNLESS OTHERWISE NOTED.
7. ALL SANITARY SEWER SHALL BE SDR 26 POLYVINYL CHLORIDE (PVC) ASTM D3034 & F679, OR SCH 40 ASTM D1785, 2665, ASTM F794, 1866) UNLESS OTHERWISE NOTED.
8. ALL STORM SEWER PIPE SHALL BE HDPE ASTM F714 & F2306 WITH ASTM D3212 SPEC FITTINGS UNLESS OTHERWISE NOTED.
9. PIPE LENGTHS SHOWN ARE FROM CENTER TO CENTER OF STRUCTURE OR TO END OF FLARED END SECTION.
10. UTILITIES ON THE PLAN ARE SHOWN TO WITHIN 5' OF THE BUILDING FOOTPRINT. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR THE FINAL CONNECTION TO BUILDING LINES. COORDINATE WITH ARCHITECTURAL AND MECHANICAL PLANS.
11. CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SUMPED 0.04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SUMPED 0.15 FEET PER DETAILS. RIM ELEVATIONS SHOWN ON THIS PLAN DO NOT REFLECT SUMPED ELEVATIONS.
12. ALL FIRE HYDRANTS SHALL BE LOCATED 5 FEET BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.
13. HYDRANT TYPE, VALVE, AND CONNECTION SHALL BE IN ACCORDANCE WITH CITY REQUIREMENTS. HYDRANT EXTENSIONS ARE INCIDENTAL.
14. A MINIMUM OF 8 FEET OF COVER IS REQUIRED OVER ALL WATERMAIN, UNLESS OTHERWISE NOTED. EXTRA DEPTH MAY BE REQUIRED TO MAINTAIN A MINIMUM OF 18" VERTICAL SEPARATION TO SANITARY OR STORM SEWER LINES. EXTRA DEPTH WATERMAIN IS INCIDENTAL.
15. A MINIMUM OF 18 INCHES OF VERTICAL SEPARATION AND 10 FEET OF HORIZONTAL SEPARATION IS REQUIRED FOR ALL UTILITIES, UNLESS OTHERWISE NOTED.
16. ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE IN ACCORDANCE WITH CITY STANDARDS AND COORDINATED WITH THE CITY PRIOR TO CONSTRUCTION.
17. CONNECTIONS TO EXISTING STRUCTURES SHALL BE CORE-DRILLED.
18. COORDINATE LOCATIONS AND SIZES OF SERVICE CONNECTIONS WITH THE MECHANICAL DRAWINGS.

1. RESERVED FOR CITY SPECIFIC UTILITY NOTES.

	CATCH BASIN
	MANHOLE
	GATE VALVE AND VALVE BOX
	PROPOSED FIRE HYDRANT
	WATER MAIN
	SANITARY SEWER
	STORM SEWER
	FES AND RIP RAP







PROJECT

ANCHOR BLOCK COMMONS

2300 MCKNIGHT ROAD, NORTH ST. PAUL, MN 55109

IP4 AF ST. PAUL, LLC

9000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240


Patrick J. Sarver
DATE 02/04/20 LICENSE NO. 24904

DATE	DESCRIPTION
02/04/20	CITY SUBMITTAL

[illegible][illegible]

DRAWN BY: JS REVIEWED BY: XX, XX
PROJECT NUMBER: 10284

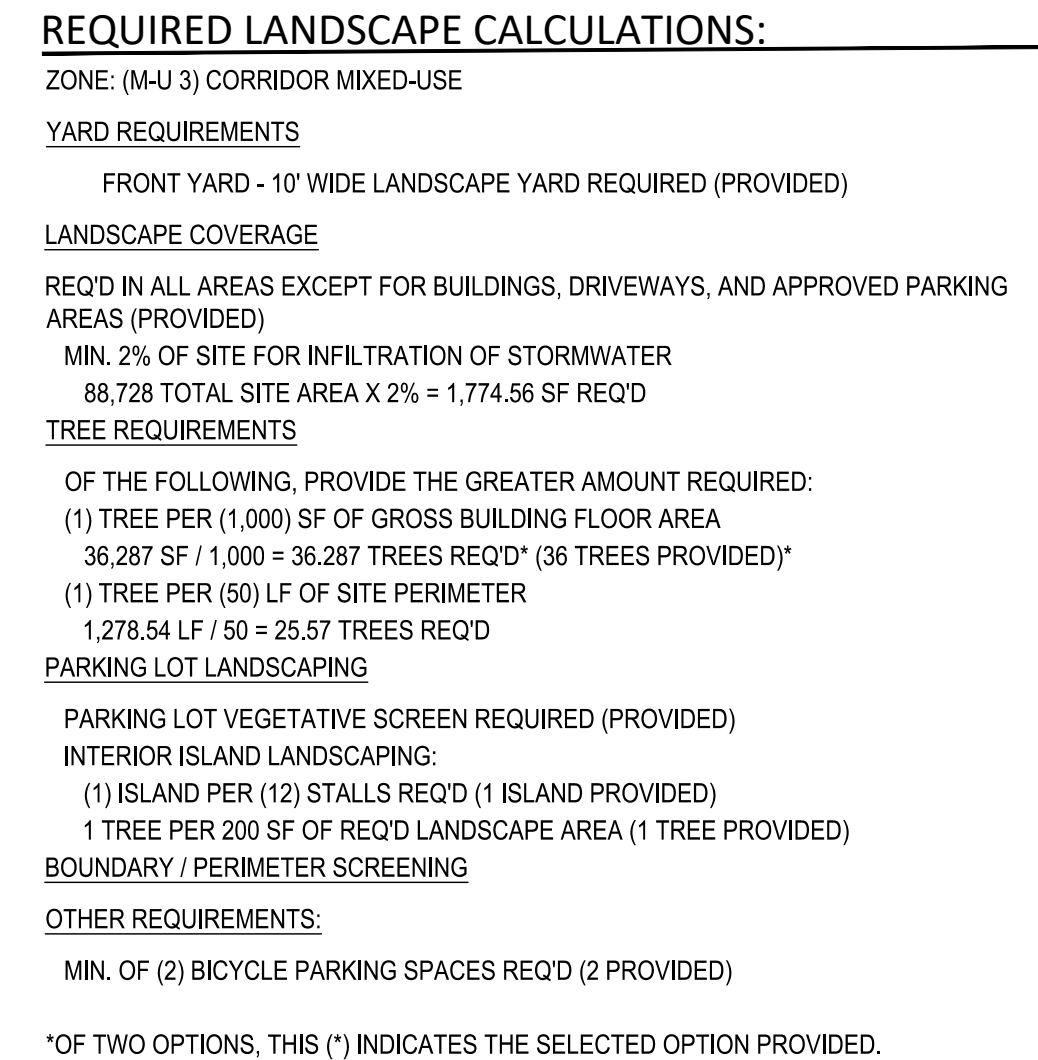
REVISION SUMMARY	
DATE	DESCRIPTION

6	6
7	7
8	8

LANDSCAPE PLAN

L1.0

© COPYRIGHT 2010 CIVIL SITE GROUP, INC.



1. WHERE SHOWN, SHRUB & PERENNIAL BEDS SHALL BE MULCHED WITH 4" DEPTH (MINIMUM AFTER INSTALLATION AND/OR TOP DRESSING OPERATIONS) OF DECORATIVE ROCK.
2. ALL TREES SHALL BE MULCHED WITH SHREDDED CYPRESS MULCH TO OUTER EDGE OF SAUCER OR TO EDGE OF PLANTING BED, IF APPLICABLE. ALL MULCH SHALL BE KEPT WITHIN A MINIMUM OF 2" FROM TREE TRUNK.
3. IF SHOWN ON PLAN, RANDOM SIZE LIMESTONE BOULDERS COLOR AND SIZE TO COMPLEMENT NEW LANDSCAPING. OWNER TO APPROVE BOULDER SAMPLES PRIOR TO INSTALLATION.
4. PLANT MATERIALS SHALL CONFORM WITH THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND SHALL BE OF HARDY STOCK, FREE FROM DISEASE, DAMAGE AND DISFIGURATION. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING PLUMPNESS OF PLANT MATERIAL FOR DURATION OF ACCEPTANCE PERIOD.
5. UPON DISCOVERY OF A DISCREPANCY BETWEEN THE QUANTITY OF PLANTS SHOWN ON THE SCHEDULE AND THE QUANTITY SHOWN ON THE PLAN, THE PLAN SHALL GOVERN.
6. CONDITION OF VEGETATION SHALL BE MONITORED BY THE LANDSCAPE ARCHITECT THROUGHOUT THE DURATION OF THE CONTRACT. LANDSCAPE MATERIALS PART OF THE CONTRACT SHALL BE WARRANTED FOR ONE (1) FULL GROWING SEASONS FROM SUBSTANTIAL COMPLETION DATE.
7. ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL RECEIVE 4" LAYER TOPSOIL AND SOD AS SPECIFIED UNLESS OTHERWISE NOTED ON THE DRAWINGS.
8. COORDINATE LOCATION OF VEGETATION WITH UNDERGROUND AND OVERHEAD UTILITIES. LIGHTING FIXTURES, DOORS AND WINDOWS. CONTRACTOR SHALL STAKE IN THE FIELD FINAL LOCATION OF TREES AND SHRUBS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
9. ALL PLANT MATERIALS SHALL BE WATERED AND MAINTAINED UNTIL ACCEPTANCE.
10. REPAIR AT NO COST TO OWNER ALL DAMAGE RESULTING FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
11. SWEEP AND MAINTAIN ALL PAVED SURFACES FREE OF DEBRIS GENERATED FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
12. REPAIR AT NO COST TO THE OWNER IRRIGATION SYSTEM DAMAGED FROM LANDSCAPE CONSTRUCTION ACTIVITIES.
13. PROVIDE SITE WIDE IRRIGATION SYSTEM DESIGN AND INSTALLATION. SYSTEM SHALL BE FULLY PROGRAMMABLE AND CAPABLE OF ALTERNATE DATE WATERING. THE SYSTEM SHALL PROVIDE HEAD TO HEAD OR DRIP COVERAGE AND BE CAPABLE OF DELIVERING ONE INCH OF PRECIPITATION PER WEEK. SYSTEM SHALL EXTEND INTO THE PUBLIC RIGHT-OF-WAY TO THE EDGE OF PAVEMENT/BACK OF CURB.
14. CONTRACTOR SHALL SECURE APPROVAL OF PROPOSED IRRIGATION SYSTEM INCLUDING PRICING FROM OWNER, PRIOR TO INSTALLATION.

SYM	QUANT.	COMMON NAME	BOTANICAL NAME	SIZE	COMMENTS
DECIDUOUS & EVERGREEN TREES					
BL	7	BOULEVARD LINDEN	<i>Tilia americana</i> 'Boulevard'	2.5" CAL.	B&B STRAIGHT LEADER, FULL FORM
NHE	4	NEW HORIZON ELM	<i>Ulmus</i> 'New Horizon'	2.5" CAL.	B&B STRAIGHT LEADER, FULL FORM
NRM	2	NORTHWOOD RED MAPLE	<i>Acer rubrum</i> 'Northwood'	2.5" CAL.	B&B STRAIGHT LEADER, FULL FORM
PSH	6	PRAIRIE SENTINEL HACKBERRY	<i>Celtis</i> 'JFS-KSU1'	2.5" CAL.	B&B STRAIGHT LEADER, FULL FORM
SKHL	3	STREET KEEPER HONEYLOCUST	<i>Gleditsia triacanthos</i> 'Draves'	2.5" CAL.	B&B STRAIGHT LEADER, FULL FORM
SSRB	7	SHILOH SPLASH RIVER BIRCH	<i>Betula nigra</i> 'Shiloh Splash'	2.5" CAL.	B&B STRAIGHT LEADER, FULL FORM
WS	6	WHITE SPRUCE	<i>Picea glauca</i>		
ORNAMENTAL TREES					
ISL	1	IVORY SILK LILAC TREE	<i>Syringa reticulata</i> 'Ivory Silk'	1.5" CAL.	B&B STRAIGHT LEADER, FULL FORM
	36	TOTAL TREES ON-SITE			
SHRUBS - DECIDUOUS & EVERGREEN					
BAJ	3	BLUE ARROW JUNIPER	<i>Juniperus scopulorum</i> 'Blue Arrow'	36" HT.	CONT.
DN	27	DIABOLO NINEBARK	<i>Physocarpus opulifolius</i> 'Monte'	24" HT.	CONT.
DPL	15	DWARF BLOOMERANG PURPLE LILAC	<i>Syringa</i> x 'SMNJRPJ'	24" HT.	CONT.
LDN	6	LITTLE DEVIL NINEBARK	<i>Physocarpus opulifolius</i> 'Donna May'	24" HT.	CONT.
SSH	9	STRAWBERRY SUNDÆE HYDRANGEA	<i>Hydrangea paniculata</i> 'Strawberry Sundae'	24" HT.	CONT.
TWN	6	TINY WINE NINEBARK	<i>Physocarpus opulifolius</i>	24" HT.	CONT.
	66	TOTAL SHRUBS ON-SITE			
				24" HT.	CONT.
PERENNIALS & GRASSES					
KFG	13	KARL FOERSTER GRASS	<i>Calamagrostis</i> x <i>acutiflora</i> 'Karl Foerster'	#1	CONT.
RRD	11	ROSY RETURNS DAYLILY	<i>Hemerocallis</i> 'Rosy Returns'	#1	CONT.

	DECORATIVE ROCK MULCH, SAMPLES REQUIRED PROVIDE EDGING AS SHOWN ON PLAN
	LAWN - SOD
	SEED TYPE 1 - MNDOT 34-262 WET PRAIRIE, PER MNDOT SEEDING MANUAL SPECIFICATIONS (2014)
	1" DIA. ROCK MAINTENANCE STRIP OVER FILTER FABRIC, SAMPLES REQUIRED. PROVIDE EDGING AS SHOWN ON PLAN

PROPOSED EVERGREEN TREE SYMBOLS - SEE PLANT
SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

PROPOSED ORNAMENTAL TREE SYMBOLS - SEE PLANT
SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE
PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

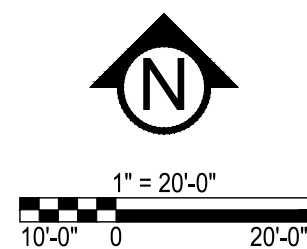
PROPOSED PERENNIAL PLANT SYMBOLS - SEE PLANT
SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

EDGING

EDGING

DECORATIVE BOULDERS (ROUNDED & BLOCK STYLE), 18"-30" DIA.

Know what's below.
Call before you dig





1. THIS PROJECT IS GREATER THAN ONE ACRE AND WILL REQUIRE AN MPCA NPDES PERMIT. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY EROSION CONTROL PERMITS REQUIRED BY THE CITY.
2. SEE SHEETS SW1.0 - SW1.5 FOR ALL EROSION CONTROL NOTES, DESCRIPTIONS, AND PRACTICES.
3. SEE GRADING PLAN FOR ADDITIONAL GRADING AND EROSION CONTROL NOTES.
4. CONTRACTOR IS RESPONSIBLE FOR SWPPP IMPLEMENTATION, INSPECTIONS, AND COMPLIANCE WITH NPDES PERMIT.

ALL SPECIFIED EROSION AND SEDIMENT CONTROL PRACTICES, AND MEASURES CONTAINED IN THIS SWPPP ARE THE MINIMUM REQUIREMENTS. ADDITIONAL PRACTICES MAY BE REQUIRED DURING THE COURSE OF CONSTRUCTION.

	EX. 1' CONTOUR ELEVATION INTERVAL
	1.0' CONTOUR ELEVATION INTERVAL
	DRAINAGE ARROW
	SILT FENCE / BIOROLL - GRADING LIMIT
	INLET PROTECTION
	STABILIZED CONSTRUCTION ENTRANCE
	EROSION CONTROL BLANKET

**PRELIMINARY:
NOT FOR
CONSTRUCTION**

2300 MCKNIGHT ROAD, NORTH ST PAUL, MN 55109

IP4 AF ST. PAUL, LLC
9000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240

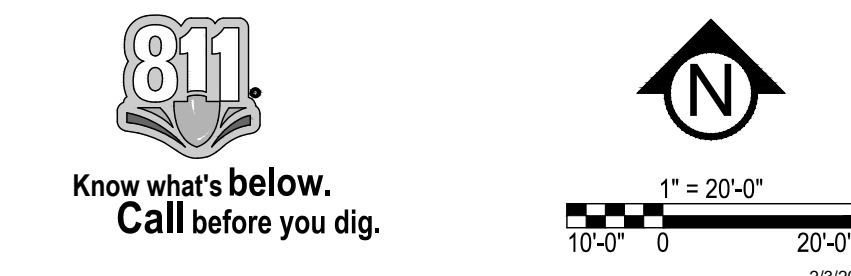
I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION, OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY
LICENSED PROFESSIONAL ENGINEER
UNDER THE LAWS OF THE STATE OF
MINNESOTA.


Matthew R. Pavek
DATE 02/04/20 LICENSE NO. 44263

[illegible][illegible]

SW1.0

© COPYRIGHT 2018 CIVIL SITE GROUP INC.



2300 MCKNIGHT ROAD, NORTH ST PAUL, MN 55109

IP4 AF ST. PAUL, LLC

90000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240


Matthew R. Pavak
DATE 02/04/20 LICENSE NO. 44263

DATE	DESCRIPTION
02/04/20	CITY SUBMITTAL

A blank coordinate plane with x and y axes. The x-axis is horizontal and the y-axis is vertical, intersecting at the origin. There are tick marks on both axes, but no numerical labels are provided. The grid lines are thin and light gray.

[illegible]

1	2
3	4
5	6

DRAWN BY:JS REVIEWED BY: XX, XX
PROJECT NUMBER: 19384

DATE	DESCRIPTION

SW/DBB PROPOSED

CONDITIONS

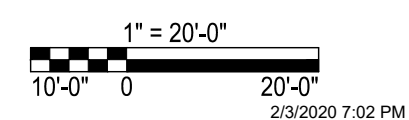
SW1 1

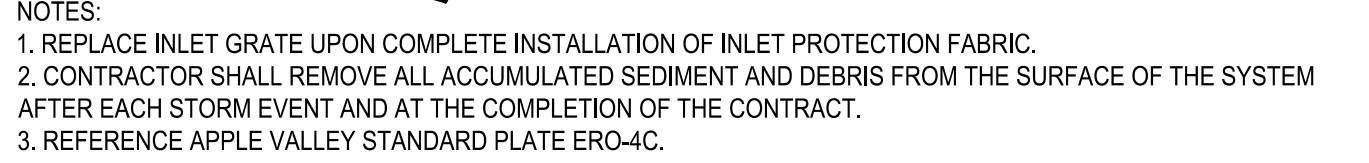
© COPYRIGHT 2018 CIVIL SITE GROUP INC.



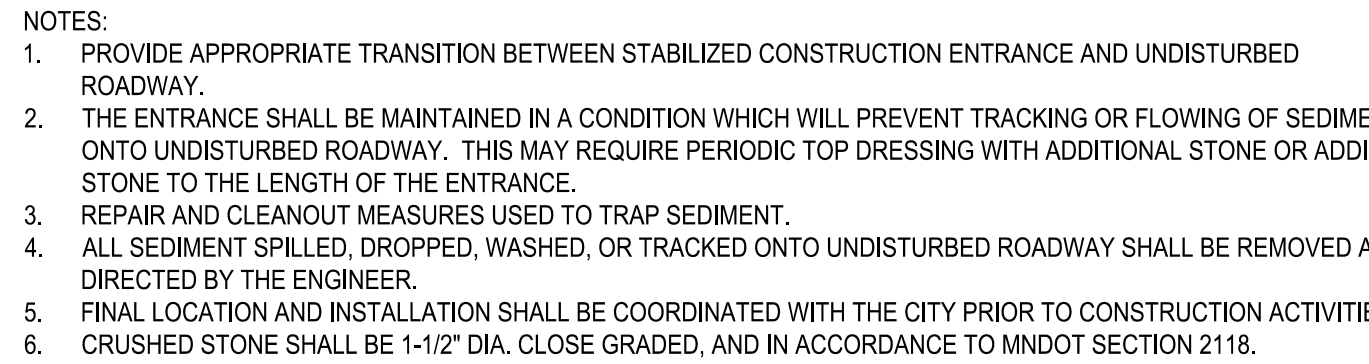
1. THIS PROJECT IS GREATER THAN ONE ACRE AND WILL REQUIRE AN MPCA NPDES PERMIT. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY EROSION CONTROL PERMITS REQUIRED BY THE CITY.
2. SEE SHEETS SW1.0 - SW1.5 FOR ALL EROSION CONTROL NOTES, DESCRIPTIONS, AND PRACTICES.
3. SEE GRADING PLAN FOR ADDITIONAL GRADING AND EROSION CONTROL NOTES.
4. CONTRACTOR IS RESPONSIBLE FOR SWPPP IMPLEMENTATION, INSPECTIONS, AND COMPLIANCE WITH NPDES PERMIT.

	EX. 1' CONTOUR ELEVATION INTERVAL 1.0' CONTOUR ELEVATION INTERVAL DRAINAGE ARROW
	SILT FENCE / BIOROLL - GRADING LIMIT INLET PROTECTION
	STABILIZED CONSTRUCTION ENTRANCE
	EROSION CONTROL BLANKET

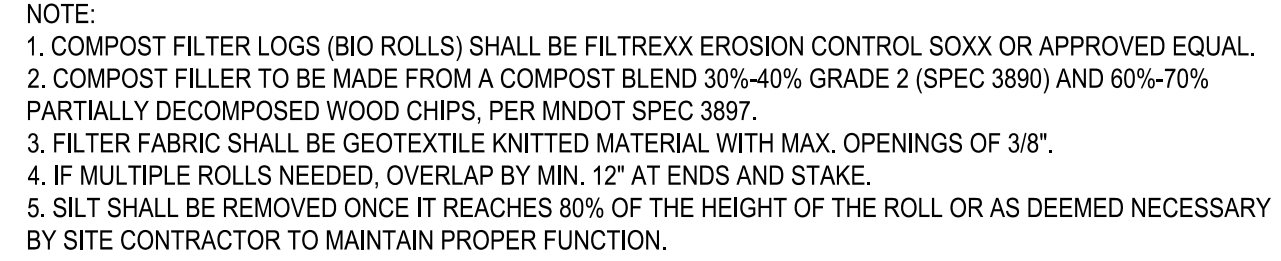




NTS



2 NTS



4 NTS



9000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240


Matthew R. Pavек
DATE 02/04/20 LICENSE NO. 44263

DRAWN BY:JS REVIEWED BY: XX, XX
PROJECT NUMBER: 19384

--

[illegible]

© COPYRIGHT 2018 CIVIL SITE GROUP INC.

THE CONTRACTOR AND ALL SUBCONTRACTORS INVOLVED WITH A CONSTRUCTION ACTIVITY THAT DISTURBS SITE SOIL OR WHO IMPLEMENT A POLLUTANT CONTROL MEASURE IDENTIFIED IN THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) MUST COMPLY WITH THE REQUIREMENTS OF THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT (DATED AUGUST 1, 2018 # MNR100001) AND ANY LOCAL GOVERNING AGENCY HAVING JURISDICTION CONCERNING EROSION AND SEDIMENTATION CONTROL.

STORMWATER DISCHARGE DESIGN REQUIREMENTS

SWPPP

THE NATURE OF THIS PROJECT WILL BE CONSISTENT WITH WHAT IS REPRESENTED IN THIS SET OF CONSTRUCTION PLANS AND SPECIFICATIONS. SEE THE SWPPP PLAN SHEETS AND SWPPP NARRATIVE (ATTACHMENT A: CONSTRUCTION SWPPP TEMPLATE) FOR ADDITIONAL SITE SPECIFIC SWPPP INFORMATION. THE PLANS SHOW LOCATIONS AND TYPES OF ALL TEMPORARY AND PERMANENT EROSION PREVENTION AND SEDIMENT CONTROL BMP'S. STANDARD DETAILS ARE ATTACHED TO THIS SWPPP DOCUMENT.

THE INTENDED SEQUENCING OF MAJOR CONSTRUCTION ACTIVITIES IS AS FOLLOWS:

1. INSTALL STABILIZED ROCK CONSTRUCTION ENTRANCE
2. INSTALLATION OF SILT FENCE AROUND SITE
3. INSTALL ORANGE CONSTRUCTION FENCING AROUND INFILTRATION AREAS.
4. CLEAR AND GRUB FOR TEMPORARY SEDIMENT BASIN / POND INSTALL
5. CONSTRUCT TEMPORARY SEDIMENT BASIN / POND (SECTION 14)
6. CLEAR AND GRUB REMAINDER OF SITE
7. STRIP AND STOCKPILE TOPSOIL
8. ROUGH GRADING OF SITE
9. STABILIZE DENUDE AREAS AND STOCKPILES
10. INSTALL SANITARY SEWER, WATER MAIN STORM SEWER AND SERVICES
11. INSTALL SILT FENCE / INLET PROTECTION AROUND CBS
12. INSTALL STREET SECTION
13. INSTALL CURB AND GUTTER
14. BITUMINOUS ON STREETS
15. FINAL GRADE BOULEVARD, INSTALL SEED AND MULCH
16. REMOVE ACCUMULATED SEDIMENT FROM BASIN / POND
17. FINAL GRADE POND / INFILTRATION BASINS (DO NOT COMPACT SOLS IN INFILTRATION AREAS.)
18. WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED BY EITHER SEED OR SOD/LANDSCAPING, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVAL.

RECORDS RETENTION:

THE SWPPP (ORIGINAL OR COPIES) INCLUDING, ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION BY THE PERMITTEE WHO HAS OPERATIONAL CONTROL OF THAT PORTION OF THE SITE. THE SWPPP CAN BE KEPT IN EITHER THE FIELD OFFICE OR IN AN ON SITE VEHICLE DURING NORMAL WORKING HOURS.

ALL OWNER(S) MUST KEEP THE SWPPP, ALONG WITH THE FOLLOWING ADDITIONAL RECORDS, ON FILE FOR THREE (3) YEARS AFTER SUBMITTAL OF THE NOT AS OUTLINED IN SECTION 4. THIS DOES NOT INCLUDE ANY RECORDS AFTER SUBMITTAL OF THE NOT.

1. THE FINAL SWPPP.
2. ANY OTHER STORMWATER RELATED PERMITS REQUIRED FOR THE PROJECT.
3. RECORDS OF ALL INSPECTION AND MAINTENANCE CONDUCTED DURING CONSTRUCTION (SEE SECTION 11, INSPECTIONS AND MAINTENANCE).
4. ALL PERMANENT OPERATION AND MAINTENANCE AGREEMENTS THAT HAVE BEEN IMPLEMENTED, INCLUDING ALL RIGHT OF WAY, CONTRACTS, COVENANTS AND OTHER BINDING REQUIREMENTS REGARDING PERPETUAL MAINTENANCE, AND
5. ALL REQUIRED CALCULATIONS FOR DESIGN OF THE TEMPORARY AND PERMANENT STORMWATER MANAGEMENT SYSTEMS.

SWPPP IMPLEMENTATION RESPONSIBILITIES:

1. THE OWNER AND CONTRACTOR ARE PERMITTEE(S) AS IDENTIFIED BY THE NPDES PERMIT.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ON-SITE IMPLEMENTATION OF THE SWPPP, INCLUDING THE ACTIVITIES OF ALL OF THE CONTRACTOR'S SUBCONTRACTORS.
3. CONTRACTOR SHALL PROVIDE A PERSON(S) KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMP'S TO OVERSEE ALL INSTALLATION AND MAINTENANCE OF BMP'S AND IMPLEMENTATION OF THE SWPPP
4. CONTRACTOR SHALL PROVIDE PERSON(S) MEETING THE TRAINING REQUIREMENTS OF THE NPDES PERMIT TO CONDUCT INSPECTION AND MAINTENANCE OF ALL EROSION PREVENTION AND SEDIMENT CONTROL BMP'S IN ACCORDANCE WITH THE REQUIREMENTS OF THE PERMIT. ONE OF THESE INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY MPCA. CONTRACTOR SHALL PROVIDE TRAINING DOCUMENTATION FOR THESE INDIVIDUAL(S) AS REQUIRED BY THE NPDES PERMIT. THIS TRAINING DOCUMENTATION SHALL BE RECORDED IN OR WITH THE SWPPP BEFORE THE START OF CONSTRUCTION OR AS SOON AS THE PERSONNEL FOR THE PROJECT HAVE BEEN DETERMINED. DOCUMENTATION SHALL INCLUDE:
 - 4.1. NAMES OF THE PERSONNEL ASSOCIATED WITH THE PROJECT THAT ARE REQUIRED TO BE TRAINED PER SECTION 21 OF THE PERMIT.
 - 4.2. DATES OF TRAINING AND NAME OF INSTRUCTOR AND ENTITY PROVIDING TRAINING.
 - 4.3. CONTENT OF TRAINING COURSE OR WORKSHOP INCLUDING THE NUMBER OF HOURS OF TRAINING.
5. FOLLOWING FINAL STABILIZATION AND THE TERMINATION OF COVERAGE FOR THE NPDES PERMIT, THE OWNER IS EXPECTED TO FURNISH LONG TERM OPERATION AND MAINTENANCE (O & M) OF THE PERMANENT STORM WATER MANAGEMENT SYSTEM.

CONSTRUCTION ACTIVITY REQUIREMENTS

SWPPP AMENDMENTS (SECTION 6):

1. ONE OF THE INDIVIDUALS DESCRIBED IN ITEM 21.2.A OR ITEM 21.2.B OR ANOTHER QUALIFIED INDIVIDUAL MUST COMPLETE ALL SWPPP CHANGES. CHANGES INVOLVING THE USE OF A LESS STRINGENT BMP MUST INCLUDE A JUSTIFICATION DESCRIBING HOW THE REPLACEMENT BMP IS EFFECTIVE FOR THE SITE CHARACTERISTICS.
2. PERMITTEES MUST AMEND THE SWPPP TO INCLUDE ADDITIONAL OR MODIFIED BMP'S AS NECESSARY TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER THERE IS A CHANGE IN DESIGN, CONSTRUCTION, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS HAVING A SIGNIFICANT EFFECT ON THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR GROUNDWATER.
3. PERMITTEES MUST AMEND THE SWPPP TO INCLUDE ADDITIONAL OR MODIFIED BMP'S AS NECESSARY TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER INSPECTIONS OR INVESTIGATIONS BY THE SITE OWNER OR OPERATOR, USEPA OR MPCA OFFICIALS INDICATE THE SWPPP IS NOT EFFECTIVE IN ELIMINATING OR SIGNIFICANTLY MINIMIZING THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR GROUNDWATER OR THE DISCHARGES ARE CAUSING WATER QUALITY STANDARD EXCEEDANCES (E.G., NUISANCE CONDITIONS AS DEFINED IN MINN. R. 7050.0210, SUBP. 2) OR THE SWPPP IS NOT CONSISTENT WITH THE OBJECTIVES OF A USEPA APPROVED TMDL.

BMP SELECTION AND INSTALLATION (SECTION 7):

1. PERMITTEES MUST SELECT, INSTALL, AND MAINTAIN THE BMP'S IDENTIFIED IN THE SWPPP AND IN THIS PERMIT IN AN APPROPRIATE AND FUNCTIONAL MANNER AND IN ACCORDANCE WITH RELEVANT MANUFACTURER SPECIFICATIONS AND ACCEPTED ENGINEERING PRACTICES.

EROSION PREVENTION (SECTION 8):

1. BEFORE WORK BEGINS, PERMITTEES MUST DELINEATE THE LOCATION OF AREAS NOT TO BE DISTURBED.
2. PERMITTEES MUST MINIMIZE THE NEED FOR DISTURBANCE OF PORTIONS OF THE PROJECT WITH STEEP SLOPES, WHEN STEEP SLOPES MUST BE DISTURBED, PERMITTEES MUST USE TECHNIQUES SUCH AS PHASING AND STABILIZATION PRACTICES DESIGNED FOR STEEP SLOPES (E.G., SLOPE DRAINING AND TERRACING).
3. PERMITTEES MUST STABILIZE ALL EXPOSED SOIL AREAS, INCLUDING STOCKPILES. STABILIZATION MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION WHEN CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS. STABILIZATION MUST BE COMPLETED NO LATER THAN 14 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY HAS CEASED. STABILIZATION IS NOT REQUIRED ON CONSTRUCTED BASE COMPONENTS OF ROADS, PARKING LOTS AND SIMILAR SURFACES. STABILIZATION IS NOT REQUIRED ON TEMPORARY STOCKPILES WITHOUT SIGNIFICANT SILT, CLAY OR ORGANIC COMPONENTS (E.G., CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES) BUT PERMITTEES MUST PROVIDE SEDIMENT CONTROLS AT THE BASE OF THE STOCKPILE.
4. FOR PUBLIC WATERS THAT THE MINNESOTA DNR HAS PROMULGATED WORK IN WATER RESTRICTIONS DURING SPECIFIED FISH SPAWNING TIME FRAMES, PERMITTEES MUST COMPLETE STABILIZATION OF ALL EXPOSED SOIL AREAS WITHIN 200 FEET OF THE WATERS EDGE, AND THAT DRAIN TO THESE WATERS, WITHIN 24 HOURS DURING THE RESTRICTION PERIOD.
5. PERMITTEES MUST STABILIZE THE NORMAL, WETTED PERIMETER OF THE LAST 200 LINEAR FEET OF TEMPORARY OR PERMANENT DRAINAGE DITCHES OR SWALES THAT DRAIN WATER FROM THE SITE WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE. PERMITTEES MUST COMPLETE STABILIZATION OF REMAINING PORTIONS OF TEMPORARY OR PERMANENT DITCHES OR SWALES WITHIN 14 CALENDAR DAYS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE AND CONSTRUCTION IN THAT PORTION OF THE DITCH TEMPORARILY OR PERMANENTLY CEASES.
6. TEMPORARY OR PERMANENT DITCHES OR SWALES BEING USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION (WITH PROPERLY DESIGNED ROCK-DITCH CHECKS, BIO ROLLS, SILT DIKES, ETC.) DO NOT NEED TO BE STABILIZED. PERMITTEES MUST STABILIZE THESE AREAS WITHIN 24 HOURS AFTER THEIR USE AS A SEDIMENT CONTAINMENT SYSTEM CEASES
7. PERMITTEES MUST NOT USE MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION PRACTICES WITHIN ANY PORTION OF THE NORMAL, WETTED PERIMETER OF A TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE SECTION WITH A CONTINUOUS SLOPE OF GREATER THAN 2 PERCENT.
8. PERMITTEES MUST PROVIDE TEMPORARY OR PERMANENT ENERGY DISSIPATION AT ALL PIPE OUTLETS WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER OR PERMANENT STORMWATER TREATMENT SYSTEM.
9. PERMITTEES MUST NOT DISTURB MORE LAND (I.E., PHASING) THAN CAN BE EFFECTIVELY INSPECTED AND MAINTAINED IN ACCORDANCE WITH SECTION 11.

SEDIMENT CONTROL (SECTION 9):

1. PERMITTEES MUST ESTABLISH SEDIMENT CONTROL BMP'S ON ALL DOWNGRADIENT PERIMETERS OF THE SITE AND DOWNGRADIENT AREAS OF THE SITE THAT DRAIN TO ANY SURFACE WATER, INCLUDING CURB AND GUTTER SYSTEMS. PERMITTEES MUST LOCATE SEDIMENT CONTROL PRACTICES UPGRADEMENT OF ANY BUFFER ZONES. PERMITTEES MUST INSTALL SEDIMENT CONTROL PRACTICES BEFORE ANY UPGRADEMENT LAND-DISTURBING ACTIVITIES BEGIN AND MUST KEEP THE SEDIMENT CONTROL PRACTICES IN PLACE UNTIL THEY ESTABLISH PERMANENT COVER.
2. IF DOWNGRADIENT SEDIMENT CONTROLS ARE OVERLOADED, BASED ON FREQUENT FAILURE OR EXCESSIVE MAINTENANCE REQUIREMENTS, PERMITTEES MUST INSTALL ADDITIONAL UPGRADEMENT SEDIMENT CONTROL PRACTICES OR REDUNDANT BMP'S TO ELIMINATE THE OVERLOADING AND AMEND THE SWPPP TO IDENTIFY THESE ADDITIONAL PRACTICES AS REQUIRED IN ITEM 6.3.
3. TEMPORARY OR PERMANENT DRAINAGE DITCHES AND SEDIMENT BASINS DESIGNED AS PART OF A SEDIMENT CONTAINMENT

- SYSTEM (E.G., DITCHES WITH ROCK-CHECK DAMS) REQUIRE SEDIMENT CONTROL PRACTICES ONLY AS APPROPRIATE FOR SITE CONDITIONS.
4. A FLOATING SILT CURTAIN PLACED IN THE WATER IS NOT A SEDIMENT CONTROL BMP TO SATISFY ITEM 9.2 EXCEPT WHEN WORKING ON A SHORELINE OR BELOW THE WATERLINE. IMMEDIATELY AFTER THE SHORT TERM CONSTRUCTION ACTIVITY (E.G., INSTALLATION OF RIP RAP ALONG THE SHORELINE IN THAT AREA IS COMPLETE, PERMITTEES MUST INSTALL AN UPLAND PERIMETER CONTROL PRACTICE IF EXPOSED SOILS STILL DRAIN TO A SURFACE WATER.
 5. PERMITTEES MUST RE-INSTALL ALL SEDIMENT CONTROL PRACTICES ADJUSTED OR REMOVED TO ACCOMMODATE SHORT-TERM ACTIVITIES SUCH AS CLEARING OR GRUBBING, OR PASSAGE OF VEHICLES, IMMEDIATELY AFTER THE SHORT-TERM ACTIVITY IS COMPLETED. PERMITTEES MUST RE-INSTALL SEDIMENT CONTROL PRACTICES BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE SHORT-TERM ACTIVITY IS NOT COMPLETE.
 6. PERMITTEES MUST PROTECT ALL STORM DRAIN INLETS USING APPROPRIATE BMP'S DURING CONSTRUCTION UNTIL THEY ESTABLISH PERMANENT COVER ON ALL AREAS WITH POTENTIAL FOR DISCHARGING TO THE INLET.
 7. PERMITTEES MAY REMOVE INLET PROTECTION FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (E.G. STREET FLOODING/FREEZING) IS IDENTIFIED BY THE PERMITTEES OR THE JURISDICTIONAL AUTHORITY (E.G., CITY/COUNTY/TOWNSHIP/MINNESOTA DEPARTMENT OF TRANSPORTATION ENGINEER). PERMITTEES MUST DOCUMENT THE NEED FOR REMOVAL IN THE SWPPP.
 8. PERMITTEES MUST PROVIDE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS AT THE BASE OF STOCKPILES ON THE DOWNGRADIENT PERIMETER.
 9. PERMITTEES MUST LOCATE STOCKPILES OUTSIDE OF NATURAL BUFFERS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER.
 10. PERMITTEES MUST INSTALL A VEHICLE TRACKING BMP TO MINIMIZE THE TRACK OUT OF SEDIMENT FROM THE CONSTRUCTION SITE OR ONTO PAVED ROADS WITHIN THE SITE.
 11. PERMITTEES MUST USE STREET SWEEPING IF VEHICLE TRACKING BMP'S ARE NOT ADEQUATE TO PREVENT SEDIMENT TRACKING ONTO THE STREET.
 12. PERMITTEES MUST INSTALL TEMPORARY SEDIMENT BASINS AS REQUIRED IN SECTION 14.
 13. IN ANY AREAS OF THE SITE WHERE FINAL VEGETATIVE STABILIZATION WILL OCCUR, PERMITTEES MUST RESTRICT VEHICLE AND EQUIPMENT USE TO MINIMIZE SOIL COMPACTION.
 14. PERMITTEES MUST PRESERVE TOPSOIL ON THE SITE, UNLESS INFEASIBLE.
 15. PERMITTEES MUST DIRECT DISCHARGES FROM BMP'S TO VEGETATED AREAS UNLESS INFEASIBLE.
 16. PERMITTEES MUST PRESERVE A 50 FOOT NATURAL BUFFER OR, IF A BUFFER IS INFEASIBLE ON THE SITE, PROVIDE REDUNDANT DOUBLE PERIMETER SEDIMENT CONTROL'S WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET OF THE PROJECT'S EARTH DISTURBANCES AND STORMWATER FLOWS TO THE SURFACE WATER. PERMITTEES MUST INSTALL PERIMETER SEDIMENT CONTROLS AT LEAST 5 FEET APART UNLESS LIMITED BY LACK OF AVAILABLE SPACE. NATURAL BUFFERS ARE NOT REQUIRED ADJACENT TO ROAD DITCHES, JUDICIAL DITCHES, COUNTY DITCHES, STORMWATER CONVEYANCE CHANNELS, STORM DRAIN INLETS, AND SEDIMENT BASINS. IF PRESERVING THE BUFFER IS INFEASIBLE, PERMITTEES MUST DOCUMENT THE REASONS IN THE SWPPP. SHEET PILING IS A REDUNDANT PERIMETER CONTROL IF INSTALLED IN A MANNER THAT RETAINS ALL STORMWATER.
 17. PERMITTEES MUST USE POLYMERS, FLOCCULANTS, OR OTHER SEDIMENTATION TREATMENT CHEMICALS IN ACCORDANCE WITH ACCEPTED ENGINEERING PRACTICES, DOSING SPECIFICATIONS AND SEDIMENT REMOVAL DESIGN SPECIFICATIONS PROVIDED BY THE MANUFACTURER OR SUPPLIER. THE PERMITTEES MUST USE CONVENTIONAL EROSION AND SEDIMENT CONTROLS PRIOR TO CHEMICAL ADDITION AND MUST DIRECT TREATED STORMWATER TO A SEDIMENT CONTROL SYSTEM FOR FILTRATION OR SETTLEMENT OF THE FLOC PRIOR TO DISCHARGE.

DEWATERING AND BASIN DRAINING (SECTION 10):

1. PERMITTEES MUST DISCHARGE TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINING (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) TO A TEMPORARY OR PERMANENT SEDIMENT BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. PERMITTEES MAY DEWATER TO SURFACE WATERS IF THEY VISUALLY CHECK TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED AND NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE. IF PERMITTEES CANNOT DISCHARGE THE WATER TO A SEDIMENTATION BASIN PRIOR TO ENTERING A SURFACE WATER, PERMITTEES MUST TREAT IT WITH APPROPRIATE BMP'S SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE SURFACE WATER OR DOWNSTREAM PROPERTIES.
2. IF PERMITTEES MUST DISCHARGE WATER CONTAINING OIL OR GREASE, THEY MUST USE AN OIL-WATER SEPARATOR OR SUITABLE FILTRATION DEVICE (E.G., CARTRIDGE FILTERS, ABSORBENTS PADS) PRIOR TO DISCHARGE.
3. PERMITTEES MUST DISCHARGE ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES IN A MANNER THAT DOES NOT CAUSE EROSION OR SCOUR IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS OR INUNDATION OF WETLANDS IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS THAT CAUSES SIGNIFICANT ADVERSE IMPACT TO THE WETLAND.
4. IF PERMITTEES USE FILTERS WITH BACKWASH WATER, THEY MUST HAIL THE BACKWASH WATER AWAY FOR DISPOSAL, RETURN THE BACKWASH WATER TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATE THE BACKWASH WATER INTO THE SITE IN A MANNER THAT DOES NOT CAUSE EROSION.

INSPECTIONS AND MAINTENANCE (SECTION 11):

1. PERMITTEES MUST ENSURE A TRAINED PERSON, AS IDENTIFIED IN ITEM 21.2.B, WILL INSPECT THE ENTIRE CONSTRUCTION SITE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 1/2 INCH IN 24 HOURS.
2. PERMITTEES MUST INSPECT AND MAINTAIN ALL PERMANENT STORMWATER TREATMENT BMP'S.
3. PERMITTEES MUST INSPECT ALL EROSION PREVENTION AND SEDIMENT CONTROL BMP'S AND POLLUTION PREVENTION MANAGEMENT MEASURES TO ENSURE INTEGRITY AND EFFECTIVENESS. PERMITTEES MUST REPAIR, REPLACE OR SUPPLEMENT ALL NONFUNCTIONAL BMP'S WITH FUNCTIONAL BMP'S BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY UNLESS ANOTHER TIME FRAME IS SPECIFIED IN ITEM 11.5 OR 11.6. PERMITTEES MAY TAKE ADDITIONAL TIME IF FIELD CONDITIONS PREVENT ACCESS TO THE AREA.
4. DURING EACH INSPECTION, PERMITTEES MUST INSPECT SURFACE WATERS, INCLUDING DRAINAGE DITCHES AND CONVEYANCE SYSTEMS BUT NOT CURB AND GUTTER SYSTEMS, FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION. PERMITTEES MUST REMOVE ALL DELTAS AND SEDIMENT DEPOSITED IN SURFACE WATERS, INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS AND RE-STABILIZE THE AREAS WHERE SEDIMENT REMOVAL RESULTS IN EXPOSED SOIL. PERMITTEES MUST COMPLETE REMOVAL AND STABILIZATION WITHIN SEVEN (7) CALENDAR DAYS OF DISCOVERY UNLESS PRECLUDED BY LEGAL, REGULATORY, OR PHYSICAL ACCESS CONSTRAINTS. PERMITTEES MUST USE ALL REASONABLE EFFORTS TO OBTAIN ACCESS. IF PRECLUDED, REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN SEVEN (7) DAYS OF OBTAINING ACCESS. PERMITTEES ARE RESPONSIBLE FOR CONTACTING ALL LOCAL, REGIONAL, STATE AND FEDERAL AUTHORITIES AND RECEIVING ANY APPLICABLE PERMITS, PRIOR TO CONDUCTING ANY WORK IN SURFACE WATERS.
5. PERMITTEES MUST INSPECT CONSTRUCTION SITE VEHICLE EXIT LOCATIONS, STREETS AND CURB AND GUTTER SYSTEMS WITHIN AND ADJACENT TO THE PROJECT FOR SEDIMENTATION FROM EROSION OR TRACKED SEDIMENT FROM VEHICLES. PERMITTEES MUST REMOVE SEDIMENT FROM ALL PAVED SURFACES WITHIN ONE (1) CALENDAR DAY OF DISCOVERY OR, IF APPLICABLE, WITHIN A SHORTER TIME TO AVOID A SAFETY HAZARD TO USERS OF PUBLIC STREETS.
6. PERMITTEES MUST REPAIR, REPLACE OR SUPPLEMENT ALL PERIMETER CONTROL DEVICES WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES 1/2 OF THE HEIGHT OF THE DEVICE.
7. PERMITTEES MUST DRAIN TEMPORARY AND PERMANENT SEDIMENTATION BASINS AND REMOVE THE SEDIMENT WHEN THE DEPTH OF SEDIMENT COLLECTED IN THE BASIN REACHES 1/2 THE STORAGE VOLUME.
8. PERMITTEES MUST ENSURE THAT AT LEAST ONE INDIVIDUAL PRESENT ON THE SITE (OR AVAILABLE TO THE PROJECT SITE IN THREE (3) CALENDAR DAYS) IS TRAINED IN THE JOB DUTIES DESCRIBED IN ITEM 21.2.B.
9. PERMITTEES MAY ADJUST THE INSPECTION SCHEDULE DESCRIBED IN ITEM 11.2 AS FOLLOWS:
 - a. INSPECTIONS OF AREAS WITH PERMANENT COVER CAN BE REDUCED TO ONCE PER MONTH, EVEN IF CONSTRUCTION ACTIVITY CONTINUES ON OTHER PORTIONS OF THE SITE; OR
 - b. WHERE SITES HAVE PERMANENT COVER ON ALL EXPOSED SOIL AND NO CONSTRUCTION ACTIVITY IS OCCURRING ANYWHERE ON THE SITE, INSPECTIONS CAN BE REDUCED TO ONCE PER MONTH AND, AFTER 12 MONTHS, MAY BE SUSPENDED COMPLETELY UNTIL CONSTRUCTION ACTIVITY RESUMES. THE MPCA MAY REQUIRE INSPECTIONS TO RESUME IF CONDITIONS WARRANT; OR
 - c. WHERE CONSTRUCTION ACTIVITY HAS BEEN SUSPENDED DUE TO FROZEN GROUND CONDITIONS, INSPECTIONS MAY BE SUSPENDED. INSPECTIONS MUST RESUME WITHIN 24 HOURS OF RUNOFF OCCURRING, OR UPON RESUMING CONSTRUCTION, WHICHEVER COMES FIRST.
10. PERMITTEES MUST RECORD ALL INSPECTIONS AND MAINTENANCE ACTIVITIES WITHIN 24 HOURS OF BEING CONDUCTED AND THESE RECORDS MUST BE RETAINED WITH THE SWPPP. THESE RECORDS MUST INCLUDE:
 - a. DATE AND TIME OF INSPECTIONS; AND
 - b. NAME OF PERSONS CONDUCTING INSPECTIONS; AND
 - c. ACCURATE FINDINGS OF INSPECTIONS, INCLUDING THE SPECIFIC LOCATION WHERE CORRECTIVE ACTIONS ARE NEEDED; AND
 - d. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES); AND
 - e. DATE OF ALL RAINFALL EVENTS GREATER THAN 1/2 INCHES IN 24 HOURS, AND THE AMOUNT OF RAINFALL FOR EACH EVENT. PERMITTEES MUST OBTAIN RAINFALL AMOUNTS BY EITHER A PROPERLY MAINTAINED RAIN GAUGE INSTALLED ONSITE, A WEATHER STATION THAT IS WITHIN ONE (1) MILE OF YOUR LOCATION, OR A WEATHER REPORTING SYSTEM THAT PROVIDES SITE SPECIFIC RAINFALL DATA FROM RADAR SUMMARIES; AND
 - f. IF PERMITTEES OBSERVE A DISCHARGE DURING THE INSPECTION, THEY MUST RECORD AND SHOULD PHOTOGRAPH AND DESCRIBE THE LOCATION OF THE DISCHARGE (I.E., COLOR, ODOR, SETTLED OR SUSPENDED SOLIDS, OIL SHEEN, AND OTHER OBVIOUS INDICATORS OF POLLUTANTS); AND
 - g. ANY AMENDMENTS TO THE SWPPP PROPOSED AS A RESULT OF THE INSPECTION MUST BE DOCUMENTED AS REQUIRED IN SECTION 6 WITHIN SEVEN (7) CALENDAR DAYS.

POLLUTION PREVENTION MANAGEMENT (SECTION 12):

1. PERMITTEES MUST PLACE BUILDING PRODUCTS AND LANDSCAPE MATERIALS UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) OR PROTECT THEM BY SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER. PERMITTEES ARE NOT REQUIRED TO COVER OR PROTECT PRODUCTS WHICH ARE EITHER NOT A SOURCE OF CONTAMINATION TO STORMWATER OR ARE DESIGNED TO BE EXPOSED TO STORMWATER.
2. PERMITTEES MUST PLACE PESTICIDES, FERTILIZERS AND TREATMENT CHEMICALS UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) OR PROTECT THEM BY SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.
3. PERMITTEES MUST STORE HAZARDOUS MATERIALS AND TOXIC WASTE, (INCLUDING OIL, DIESEL FUEL, GASOLINE, HYDRAULIC FLUIDS, PAINT SOLVENTS, PETROLEUM-BASED PRODUCTS, WOOD PRESERVATIVES, ADDITIVES, CURING COMPOUNDS, AND ACIDS) IN SEALED CONTAINERS OR DRUMS OR IN A DEDICATED STORAGE AND DISPOSAL OF HAZARDOUS WASTE OR OTHER STORAGE AREA. MATERIALS MUST BE IN COMPLIANCE WITH MINN. R. CH. 7045 INCLUDING SECONDARY CONTAINMENT AS APPLICABLE.
4. PERMITTEES MUST PROPERLY STORE, COLLECT AND DISPOSE SOLID WASTE IN COMPLIANCE WITH MINN. R. CH. 7035.
5. PERMITTEES MUST POSITION PORTABLE TOILETS SO THEY ARE SECURE AND WILL NOT TIP OR BE KNOCKED OVER. PERMITTEES MUST PROPERLY DISPOSE SANITARY WASTE IN ACCORDANCE WITH MINN. R. CH. 7041.
6. PERMITTEES MUST TAKE REASONABLE STEPS TO PREVENT THE DISCHARGE OF SPILLED OR LEAKED CHEMICALS, INCLUDING FUEL, FROM ANY AREA WHERE CHEMICALS OR FUEL WILL BE LOADED OR UNLOADED INCLUDING THE USE OF DRIP PANS OR ABSORBENTS UNLESS INFEASIBLE. PERMITTEES MUST ENSURE ADEQUATE SUPPLIES ARE AVAILABLE AT ALL TIMES TO CLEAN UP DISCHARGED MATERIALS AND THAT AN APPROPRIATE DISPOSAL METHOD IS AVAILABLE FOR RECOVERED SPILLED MATERIALS. PERMITTEES MUST REPORT AND CLEAN UP SPILLS IMMEDIATELY AS REQUIRED BY MINN. STAT. 115.061, USING DRY CLEAN UP MEASURES WHERE POSSIBLE.
7. PERMITTEES MUST LIMIT VEHICLE EXTERIOR WASHING AND EQUIPMENT TO A DEFINED AREA OF THE SITE. PERMITTEES MUST CONTAIN RUNOFF FROM THE WASHING AREA IN A SEDIMENT BASIN OR OTHER SIMILARLY EFFECTIVE CONTROLS AND MUST

- DISPOSE WASTE FROM THE WASHING ACTIVITY PROPERLY. PERMITTEES MUST PROPERLY USE AND STORE SOAPS, DETERGENTS, OR SOLVENTS.
8. PERMITTEES MUST PROVIDE EFFECTIVE CONTAINMENT FOR ALL LIQUID AND SOLID WASTES GENERATED BY WASHOUT OPERATIONS (E.G., CONCRETE, STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS) RELATED TO THE CONSTRUCTION ACTIVITY. PERMITTEES MUST PREVENT LIQUID AND SOLID WASHOUT WASTES FROM CONTACTING THE GROUND AND MUST DESIGN THE CONTAINMENT SO IT DOES NOT RESULT IN RUNOFF FROM THE WASHOUT OPERATIONS OR AREAS. PERMITTEES MUST PROPERLY DISPOSE LIQUID AND SOLID WASTES IN COMPLIANCE WITH MPCA RULES. PERMITTEES MUST INSTALL A SIGN INDICATING THE LOCATION OF THE WASHOUT FACILITY.

PERMIT TERMINATION (SECTION 4 AND SECTION 13):

1. PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER ALL TERMINATION CONDITIONS LISTED IN SECTION 13 ARE COMPLETE.
2. PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER SELLING OR OTHERWISE LEGALLY TRANSFERRING THE ENTIRE SITE, INCLUDING PERMIT RESPONSIBILITY FOR ROADS (E.G., STREET SWEEPING) AND STORMWATER INFRASTRUCTURE FINAL CLEAN OUT, OR TRANSFERRING PORTIONS OF A SITE TO ANOTHER PARTY. THE PERMITTEES' COVERAGE UNDER THIS PERMIT TERMINATES AT MIDNIGHT ON THE SUBMISSION DATE OF THE NOT.
3. PERMITTEES MUST COMPLETE ALL CONSTRUCTION ACTIVITY AND MUST INSTALL PERMANENT COVER OVER ALL AREAS PRIOR TO SUBMITTING THE NOT. VEGETATIVE COVER MUST CONSIST OF A UNIFORM PERENNIAL VEGETATION WITH A DENSITY OF 70 PERCENT OF ITS EXPECTED FINAL GROWTH. VEGETATION IS NOT REQUIRED WHERE THE FUNCTION OF A SPECIFIC AREA DICTATES NO VEGETATION, SUCH AS IMPERVIOUS SURFACES OR THE BASE OF A SAND FILTER.
4. PERMITTEES MUST CLEAN THE PERMANENT STORMWATER TREATMENT SYSTEM OF ANY ACCUMULATED SEDIMENT AND MUST ENSURE THE SYSTEM MEETS ALL APPLICABLE REQUIREMENTS IN SECTION 15 THROUGH 19 AND IS OPERATING AS DESIGNED.
5. PERMITTEES MUST REMOVE ALL SEDIMENT FROM CONVEYANCE SYSTEMS PRIOR TO SUBMITTING THE NOT.
6. PERMITTEES MUST REMOVE ALL TEMPORARY SYNTHETIC EROSION PREVENTION AND SEDIMENT CONTROL BMP'S PRIOR TO SUBMITTING THE NOT. PERMITTEES MAY LEAVE BMP'S DESIGNED TO DECOMPOSE ON-SITE IN PLACE.
7. FOR RESIDENTIAL CONSTRUCTION ONLY, PERMIT COVERAGE TERMINATES ON INDIVIDUAL LOTS IF THE STRUCTURES ARE FINISHED AND TEMPORARY EROSION PREVENTION AND DOWNGRADIENT PERIMETER CONTROL IS COMPLETE, THE RESIDENCE SELLS TO THE HOMEOWNER, AND THE PERMITTEE DISTRIBUTES THE MPCA'S "HOMEOWNER FACT SHEET" TO THE HOMEOWNER.
8. FOR CONSTRUCTION PROJECTS ON AGRICULTURAL LAND (E.G., PIPELINES ACROSS CROPLAND), PERMITTEES MUST RETURN THE DISTURBED LAND TO ITS PRECONSTRUCTION AGRICULTURAL USE PRIOR TO SUBMITTING THE NOT.

SEED NOTES:

ALL SEED MIXES AND APPLICATION SHALL BE IN ACCORDANCE WITH THE MNDOT SEEDING MANUAL.

GENERAL RECOMMENDATIONS:

THE CONTRACTOR IS RESPONSIBLE TO SALVAGE AND PRESERVE EXISTING TOPSOIL NECESSARY FOR FINAL STABILIZATION AND TO ALSO MINIMIZE COMPACTION IN ALL LANDSCAPE AREAS, IMMEDIATELY BEFORE SEEDING THE SOIL SHALL BE TILLED TO A MINIMUM DEPTH OF 3 INCHES.

TEMPORARY EROSION CONTROL SEEDING, MULCHING & BLANKET.

SEED

- TEMPORARY SEED SHALL BE MNDOT SEED MIX 21-112 (WINTER WHEAT COVER CROP) FOR WINTER AND 21-111 (OATS COVER CROP) FOR SPRING/SUMMER APPLICATIONS. BOTH SEED MIXES SHALL BE APPLIED AT A SEEDING RATE OF 100 LBS/ACRE.

MULCH

- IMMEDIATELY AFTER SEEDING, WITHIN 24 HOURS, MNDOT TYPE 1 MULCH SHOULD BE APPLIED TO PROTECT AND ENHANCE SEED GERMINATION. MULCH SHALL BE APPLIED AT 90% COVERAGE (2 TONS PER ACRE OF STRAW MULCH)
- SLOPES
 - 3:1 (HORIZ:VERT.) OR FLATTER MUCH SHALL BE COVERED WITH MULCH
 - SLOPES STEEPER THAN 3:1 OR DITCH BOTTOMS SHALL BE COVERED WITH EROSION CONTROL BLANKET.
 - SEE PLAN FOR MORE DETAILED DITCH AND STEEP SLOPE EROSION CONTROL TREATMENTS.

TRAINING SECTION 21

DESIGN ENGINEER: MATTHEW R. PAVEK P.E.
TRAINING COURSE: DESIGN OF SWPPP
TRAINING ENTITY: UNIVERSITY OF MINNESOTA
INSTRUCTOR: JOHN CHAPMAN
DATES OF TRAINING COURSE: 5/15/2011 - 5/16/2011
TOTAL TRAINING HOURS: 12
RE-CERTIFICATION: 3/16/2017 (8 HOURS), EXP. 5/31/2020

OWNER INFORMATION

OWNER:
XXXXXX
XXXXXX
XXXXXX

CONTACT:

AREAS AND QUANTITIES:

SITE AREA CALCULATIONS			
	EXISTING CONDITION	PROPOSED CONDITION	
BUILDING COVERAGE	0 SF	0.0%	36,249 SF 40.9%
ALL PAVEMENTS	0 SF	0.0%	23,892 SF 26.9%
ALL NON-PAVEMENTS	88,728 SF	100.0%	28,587 SF 32.2%
TOTAL SITE AREA		88,728 SF	100.0%
IMPERVIOUS SURFACE			
EXISTING CONDITION	0 SF	0.0%	
PROPOSED CONDITION	60,141 SF	67.8%	
DIFFERENCE (EX. VS PROP.)	60,141 SF	67.8%	

EROSION CONTROL QUANTITIES		
DISTURBED AREA	87,113 SF	2.00
SILT FENCE/BIO-ROLL	±1500 LF	
EROSION CONTROL BLANKET	0 SF	
INLET PROTECTION DEVICES	7 EA	

NOTE: QUANTITIES ARE FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL DETERMINE FOR THEMSELVES THE EXACT QUANTITIES FOR BIDDING AND CONSTRUCTION.

SWPPP CONTACT PERSON

CONTRACTOR:	SWPPP INSPECTOR TRAINING: ALL SWPPP INSPECTIONS MUST BE PERFORMED BY A PERSON THAT MEETS THE TRAINING REQUIREMENTS OF THE NPDES CONSTRUCTION SITE PERMIT. TRAINING CREDENTIALS SHALL BE PROVIDED BY THE CONTRACTOR AND KEPT ON SITE WITH THE SWPPP
-------------	--

PARTY RESPONSIBLE FOR LONG TERM OPERATION AND MAINTENANCE OF PERMANENT STORM WATER MANAGEMENT SYSTEM

PERMANENT STORMWATER MANAGEMENT IS NOT REQUIRED AS PART OF THIS PROJECT TO MEET NPDES PERMIT REQUIREMENTS. THE PROJECT OWNER IS RESPONSIBLE FOR THE LONG TERM OPERATION AND MAINTENANCE OF THE PROPOSED STORMWATER SYSTEM.

SWPPP ATTACHMENTS (ONLY APPLICABLE IF SITE IS 1 ACRE OR GREATER):

CONTRACTOR SHALL OBTAIN A COPY OF THE FOLLOWING SWPPP ATTACHMENTS WHICH ARE A PART OF THE OVERALL SWPPP PACKAGE:
ATTACHMENT A: CONSTRUCTION SWPPP TEMPLATE - SITE SPECIFIC SWPPP DOCUMENT
ATTACHMENT B: CONSTRUCTION STORMWATER INSPECTION CHECKLIST
ATTACHMENT C: MAINTENANCE PLAN FOR PERMANENT STORM WATER TREATMENT SYSTEMS
ATTACHMENT D: STORMWATER MANAGEMENT REPORT - ON FILE AT THE OFFICE OF PROJECT ENGINEER, AVAILABLE UPON REQUEST.
ATTACHMENT E: GEOTECHNICAL EVALUATION REPORT - ON FILE AT THE OFFICE OF PROJECT ENGINEER, AVAILABLE UPON REQUEST.

SUPPLEMENTARY SITE SPECIFIC EROSION CONTROL NOTES:

THESE NOTES SUPERCEDE ANY GENERAL SWPPP NOTES.

THIS PROJECT IS GREATER THAN 1.0 ACRES SO AN NPDES PERMIT IS REQUIRED AND NEEDS TO BE SUBMITTED TO THE MPCA. THE CONTRACTOR IS REQUIRED TO FOLLOW THE GUIDELINES IN THE NPDES PERMIT THROUGHOUT CONSTRUCTION.

PROJECT NARRATIVE:

PROJECT IS A REDEVELOPMENT OF A VACANT INDUSTRIAL USE INTO A STORAGE FACILITY. CLEANUP AND MASS GRADING COMPLETED BY OTHERS. STORAGE FACILITY WILL HAVE STORMWATER, PARKING, GRADING, UTILITIES, AND LANDSCAPING IMPROVEMENTS.

NATIVE BUFFER NARRATIVE:

PRESERVING A 50' NATURAL BUFFER AROUND WATER BODIES IS NOT REQUIRED AS PART OF THIS PROJECT BECAUSE WATER BODIES ARE NOT LOCATED ON SITE.

INFILTRATION NARRATIVE:

INFILTRATION IS REQUIRED, BUT IS PROVIDED REGIONALLY.

SOIL CONTAMINATION NARRATIVE:

SOILS ONSITE HAVE NOT BEEN IDENTIFIED AS CONTAMINATED.

SPECIAL TMDL BMP REQUIREMENTS SITE SPECIFIC (IF REQUIRED):

THIS PROJECT IS NOT WITHIN ONE MILE OF ANY IMPAIRED WATER PER THE MPCA'S 303(D) IMPAIRED WATERS LIST.

PERMANENT STABILIZATION NOTES SITE SPECIFIC:

- PERMANENT SEED MIX
 - FOR THIS PROJECT ALL AREAS THAT ARE NOT TO BE SODED OR LANDSCAPED SHALL RECEIVE A NATIVE PERMANENT SEED MIX.
 - AREAS IN BUFFERS AND ADJACENT TO OR IN WET AREAS MNDOT SEED MIX 35-261 (STORMWATER SOUTH AND WEST) AT 35 LBS PER ACRE.
 - DRY AREAS MNDOT SEED MIX 35-221 (DRY PRAIRIE GENERAL) AT 40 LBS PER ACRE.
 - MAINTENANCE SHALL BE IN ACCORDANCE TO THE MNDOT SEEDING MANUAL.

PRELIMINARY:
NOT FOR
CONSTRUCTION

PROJECT
ANCHOR BLOCK COMMONS

2300 MCKNIGHT ROAD, NORTH ST PAUL, MN 55109

ATTACHMENT B: SWPPP INSPECTION FORM

NOTE: THIS INSPECTION REPORT DOES NOT ADDRESS ALL ASPECTS OF THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM (NPDES/SDS) CONSTRUCTION STORMWATER PERMIT ISSUED ON AUGUST 1, 2013. THE COMPLETION OF THIS CHECKLIST DOES NOT GUARANTEE THAT ALL PERMIT REQUIREMENTS ARE IN COMPLIANCE; IT IS THE RESPONSIBILITY OF THE PERMITTEE(S) TO READ AND UNDERSTAND THE PERMIT REQUIREMENTS.

FACILITY INFORMATION

SITE NAME: _____
FACILITY ADDRESS: _____ PERMIT NUMBER: _____
CITY: _____ STATE: _____ ZIP CODE: _____

INSPECTION INFORMATION

INSPECTOR NAME: _____ PHONE NUMBER: _____
DATE (MM/DD/YYYY): _____ TIME: _____ AM / PM
IS THE INSPECTOR CERTIFIED IN SEDIMENT AND EROSION CONTROL AND IS IT DOCUMENTED IN THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP)?
IS THIS INSPECTION ROUTINE OR IN RESPONSE TO A STORM EVENT?
RAINFALL AMOUNT (IF APPLICABLE): _____
IS THE SITE WITHIN ONE AERIAL MILE OF A SPECIAL OR IMPAIRED WATER?
IF YES, FOLLOW APPENDIX A AND OTHER APPLICABLE PERMIT REQUIREMENTS

NOTE: IF N/A IS SELECTED AT ANY TIME, SPECIFY WHY IN THE COMMENT AREA FOR THAT SECTION

EROSION CONTROL REQUIREMENT (PART IV.B)

	Y	N	N/A
1. SOIL STABILIZATION WHERE NO CONSTRUCTION ACTIVITY FOR 14 DAYS? (7 DAYS WHERE APPLICABLE)	☐	☐	☐
2. HAS THE NEED TO DISTURB STEEP SLOPES BEEN MINIMIZED?	☐	☐	☐
3. ALL DITCHES STABILIZED 200' BACK FROM POINT OF DISCHARGE WITHIN 24 HOURS? (NOT MULCH)	☐	☐	☐
4. ARE THERE BMP'S FOR ONSITE STOCKPILES?	☐	☐	☐
5. ARE APPROPRIATE BMP'S INSTALLED PROTECTING INLETS/OUTLETS?	☐	☐	☐
6. DO PIPE OUTLETS HAVE ENERGY DISSIPATION?	☐	☐	☐

COMMENTS

SEDIMENT CONTROL REQUIREMENT (PART IV.C)

	Y	N	N/A
1. PERIMETER CONTROL INSTALLED ON ALL DOWN GRADIENT PERIMETERS?	☐	☐	☐
2. PERIMETER CONTROL TRENCHED IN WHERE APPROPRIATE?	☐	☐	☐
3. 50 FOOT NATURAL BUFFER MAINTAINED AROUND ALL SURFACE WATERS?	☐	☐	☐
3.1. IF NO, HAVE REDUNDANT SEDIMENT CONTROLS BEEN INSTALLED?	☐	☐	☐
4. INLET PROTECTION ON ALL CATCH BASINS AND CULVERT INLETS?	☐	☐	☐
5. VEHICLE TRACKING BEST MANAGEMENT PRACTICES (BMP'S) AT ALL SITE EXITS?	☐	☐	☐
6. ALL TRACKED SEDIMENT REMOVED WITHIN 24 HOURS?	☐	☐	☐
7. ARE ALL INFILTRATION SYSTEMS STAKED AND MARKED TO AVOID COMPACTION?	☐	☐	☐
8. ARE ALL INFILTRATION AREAS PROTECTED WITH A PRETREATMENT DEVICE?	☐	☐	☐
9. DO ALL STOCKPILES HAVE PERIMETER CONTROLS?	☐	☐	☐

COMMENTS

MAINTENANCE-EROSION AND SEDIMENT CONTROL BMP'S (PART IV.E.)

1.	ARE ALL PREVIOUSLY STABILIZED AREAS MAINTAINING 90% GROUND COVER?	☐	☐	☐	☐
2.	ANY DITCH EROSION OBSERVED?	☐	☐	☐	☐
3.	PERIMETER CONTROL--HAS SEDIMENT REACHED ONE HALF THE HEIGHT OF THE DEVICE?	☐	☐	☐	☐
4.	ARE INLET PROTECTION DEVICES MAINTAINED AND FUNCTIONING PROPERLY?	☐	☐	☐	☐

COMMENTS:

OTHER

1.	ARE ALL MATERIALS THAT CAN LEACH POLLUTANTS UNDER COVER?	☐	☐	☐
2.	HAS ACCESS BEEN RESTRICTED TO ONSITE HAZARDOUS MATERIALS?	☐	☐	☐
3.	DOES ON-SITE FUELING ONLY OCCUR IN A CONTAINED AREA?	☐	☐	☐
4.	ARE ALL SOLID WASTES BEING PROPERLY DISPOSED OF?	☐	☐	☐
5.	IS THE CONCRETE WASHOUT AREA COMPLETELY CONTAINED?	☐	☐	☐
6.	IS THE CONCRETE WASHOUT AREA MARKED WITH SIGN?	☐	☐	☐

COMMENTS

7. WERE ANY DISCHARGES SEEN DURING THIS INSPECTION, SEDIMENT, WATER, OR OTHERWISE? Y ☐ N ☐ N/A ☐

7.1. IF YES, STATE THE EXACT LOCATION OF ALL POINTS OF DISCHARGE, PHOTOGRAPH THE DISCHARGE AND DESCRIBE THE DISCHARGE (COLOR, ODOR, FOAM, OIL SHEEN, ETC). HOW WILL IT BE REMOVED? HOW DID THE DISCHARGE HAPPEN? HOW MUCH WAS DISCHARGED? HOW WILL IT BE STOPPED, AND HOW LONG WILL IT TAKE TO STOP? IS THE DISCHARGE GOING INTO AN ADJACENT SITE? WAS THE DISCHARGE A SEDIMENT DELTA? IF YES, WILL THE DELTA BE RECOVERED WITHIN 7 DAYS?

8. WILL A PERMANENT STORMWATER MANAGEMENT SYSTEM BE UTILIZED IN THIS PROJECT AS REQUIRED AND IN ACCORDANCE WITH PART III.D OF THE PERMIT? DESCRIBE

		Y	N	N/A
9. IS ANY DEWATERING OCCURRING ON SITE?		☐	☐	☐
9.1. IF YES, WHERE? WHAT BMP IS BEING USED? HOW MUCH WATER IS BEING DEWATERED? IS THE WATER CLEAR? WHERE IS THE WATER BEING DISCHARGED TO?				

10. IS A COPY OF THE SWPPP LOCATED ON THE CONSTRUCTION SITE?	☐	☐	☐	☒
11. HAS THE SWPPP BEEN FOLLOWED AND IMPLEMENTED ON SITE?	☐	☐	☐	☒
12. IS A SEDIMENTATION BASIN REQUIRED FOR THIS PROJECT AS SPECIFIED IN THE PERMIT?	☐	☐	☐	☒
12.1. IF YES, ARE THEY MAINTAINED AS SPECIFIED IN THE PERMIT?	☐	☐	☐	☒
13. IS THE TOPSOIL ON THIS PROJECT BEING PRESERVED?	☐	☐	☐	☒
13.1. IF YES, EXPLAIN HOW THE TOP SOIL IS BEING PRESERVED. IF NO, EXPLAIN WHY IT WAS INFEASIBLE.				

		Y	N	N/A
14.	ARE ALL INFILTRATION SYSTEMS MARKED TO AVOID COMPACTION?	☐	☐	☐
14.1.	DO ALL INFILTRATION AREAS HAVE PRETREATMENT DEVICES?	☐	☐	☐

15. DESCRIPTION OF AREAS OF NON-COMPLIANCE NOTED DURING THE INSPECTION, REQUIRED CORRECTIVE ACTIONS, AND RECOMMENDED DATE OF COMPLETION OF CORRECTIVE ACTIONS:

16. PROPOSED AMENDMENTS TO THE SWPPP

17. POTENTIAL AREAS OF FUTURE CONCERN

18. ADDITIONAL COMMENTS

DISCLOSURES:

- AFTER DISCOVERY, THE PERMIT REQUIRES MANY OF THE DEFICIENCIES THAT MAY BE FOUND IN THIS CHECKLIST BE CORRECTED WITHIN A SPECIFIED PERIOD OF TIME. SEE PERMIT FOR MORE DETAILS.
- THIS INSPECTION CHECKLIST IS AN OPTION FOR SMALL CONSTRUCTION SITES. LARGE CONSTRUCTION SITES AND LINEAR PROJECTS REQUIRE MORE EXTENSIVE/MORE LOCATION SPECIFIC INSPECTION REQUIREMENTS.
- THE PERMITTEE(S) IS/ARE RESPONSIBLE FOR THE INSPECTION AND MAINTENANCE OF TEMPORARY AND PERMANENT WATER QUALITY MANAGEMENT BMP'S AS WELL AS EROSION PREVENTION AND SEDIMENT CONTROL BMP'S UNTIL ANOTHER PERMIT HAS OBTAINED COVERAGE UNDER THIS PERMIT ACCORDING TO PART II.5. OR THE PROJECT HAS UNDERGONE FINAL STABILIZATION AND A NOTICE OF TERMINATION HAS BEEN SUBMITTED TO THE MPCA.

ATTACHMENT C: MAINTENANCE PLAN FOR PERMANENT STORM WATER TREATMENT SYSTEM

Civil Engineering • Surveying • Landscape Architecture
4931 W. 35th Street, Suite 200
St. Louis Park, MN 55416
civilsitegroup.com 612-615-0060

PRELIMINARY:
NOT FOR
CONSTRUCTION

PROJECT

ANCHOR BLOCK COMMONS

2300 MCKNIGHT ROAD, NORTH ST PAUL, MN 55109

IP4 AF ST. PAUL, LLC

39000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION, OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY
LICENSED PROFESSIONAL ENGINEER
UNDER THE LAWS OF THE STATE OF
MINNESOTA.


Matthew R. Pavak
DATE 02/04/20 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

[illegible]

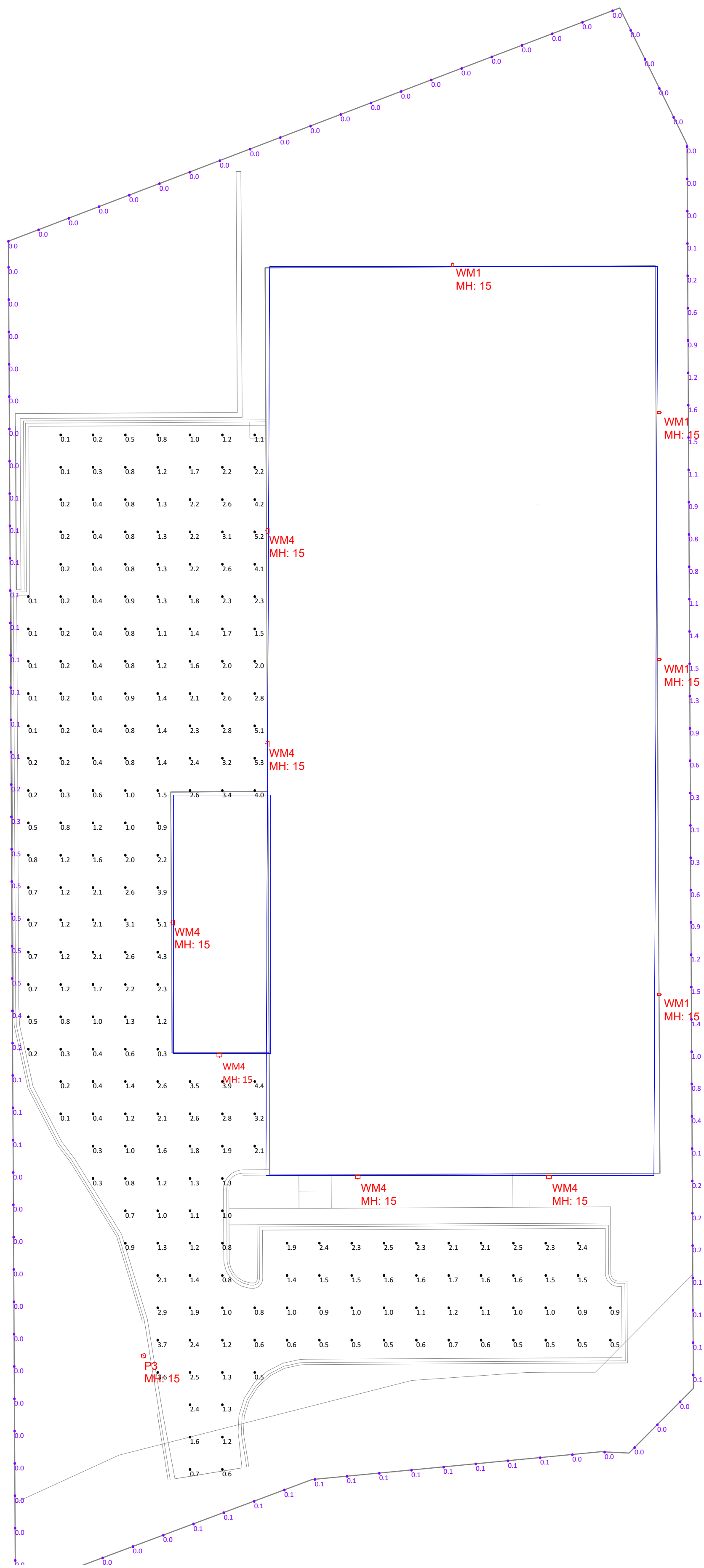
DRAWN BY: JS REVIEWED BY: XX, XX
PROJECT NUMBER: 19384

REVISION SUMMARY

[illegible]

SWPPP - ATTACHMENTS

SW1.5



Luminaire Schedule							
Symbol	Qty	Label	Arrangement	LLF	Description	Arr. Watts	Total Watts
	6	WM4	SINGLE	0.920	USA RZR-WM2-IV-FT-40PLED-700mA-NW-VOLT-FINISH	86.7	520.2
	4	WM1	SINGLE	0.920	USA RZR-WM1-II-20PLED-350mA-NW-VOLT-FINISH	22.4	89.6
	1	P3	SINGLE	0.920	USA SNTS-154-11/QSR-LED-2480-PLED-III/VOLT/RAL8019-DBZ	65	65

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
PARKING AND DRIVE	Illuminance	Fc	1.44	5.3	0.1	14.40	53.00
PROPERTY LINE	Illuminance	Fc	0.25	1.6	0.0	N.A.	N.A.

NOTES:
-Contact Techlite for pricing. (317) 578-2626
-All readings taken at grade
-Buildings included as blocking entities
-This drawing shows suggested fixtures and mounting locations based on the information provided.
-Techlite assumes no responsibility for variation of light levels that result from changes in project parameters not reported at the time of design.
- MH on drawing indicates mounting height from finished grade

RAZAR WALLMOUNT SERIES-LED

EMERGENCY OPTION

PLED[®] MODULES

WALL MOUNTING

MAX INPUT WATTAGE

MODEL

OPTICS

LED MODE

VOLTAGE

FINISH

OPTIONS

MODEL

OPTICS

LED MODE

VOLTAGE

FINISH

OPTIONS

U.S. Architectural Lighting

U.S. ARCHITECTURAL LIGHTING

WMx CUTSHEET

QSR - PLED

100 MPH PROMOTION

POLE

PLED[®] MODULES

WALL MOUNTING

MAX INPUT WATTAGE

MODEL

OPTICS

LED MODE

VOLTAGE

FINISH

OPTIONS

MODEL

OPTICS

LED MODE

VOLTAGE

FINISH

OPTIONS

U.S. Architectural Lighting

U.S. ARCHITECTURAL LIGHTING

P3 CUTSHEET